PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 46 OF 2017
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1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms J Masipa/Ms N Monyela

CLOSING DATE: 08 December 2017

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

POST 46/01: SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: DBE/62/2017)

Branch: Finance and Administration
Directorate: Legislative Services

SALARY: All-Inclusive remuneration package of R684 423 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised LLB degree and admission as Attorney or Advocate. Eight (8) years appropriate post qualification in legal experience with supervisory skills. Credible management experience in the legal field with specific focus on drafting of legislation. At least three (3) years’ experience in drafting of legislation. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), PAIA, PAJA and Treasury Regulations. Management experience. Knowledge of civil procedure, Good contract management skills. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours, skills in interpretation of statutes and in conducting research.

DUTIES: The incumbent will be responsible to draft and /or amend legislation that is administered by the Department and pilot it through Parliament. Comment on draft legislation of other departments. Provide legal advice, guidance and opinions to the Minister, Senior Management and the rest of the Department on legal matters. Provide legislative support to provincial education departments. Monitor, coordinate and evaluate the effective implementation of education legislation. Assist with legal support on contracts to project Managers. Ensure compliance with PAIA and PAJA. Provide legal education to Departmental officials.

ENQUIRIES: Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)

NOTE: Short listed candidate will be required to undergo a test and will be subjected to security clearance.
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

FOR ATTENTION: URS Response Handling, Tel No. 012 811 1900
CLOSING DATE: 08 December 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 a signed Z83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. 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.

POST 46/02: DEPUTY DIRECTOR: CORPORATE GOVERNANCE

SALARY: An all-inclusive remuneration package of R657 558 per annum. (Salary Level 11)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s degree or National Diploma in Public Administration / Management or equivalent qualification. A minimum of 3 to 5 years experience in the relevant field. Generic competencies: Applied strategic thinking, problem solving and decision making, project management, developing others, team leadership, diversity management, communication and information management. Technical competencies: Performance gap analysis, report writing and strategic planning and research.

DUTIES: The incumbent will perform the following duties: Conduct secondary research on operational gaps and facilitate annual engagement on the development of service delivery models and improvement plans. Facilitate the development of planning for implementation programmes. Manage and monitor the development of standard operating procedures for key performance indicators in the annual performance plan. Conduct a gap analysis on the alignment of operational plans to performance agreements. Manage and coordinate information gathering on MPAT and related portfolio of evidence.

ENQUIRIES: S Molefi, Tel no: 012 395 4612
APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta23122-02@ursonline.co.za; or via fax: 086 654 1819.

POST 46/03: ASSISTANT DIRECTOR: INTERNAL CONTROL

SALARY: R334 545 per annum. (Level 9)
CENTRE: Pretoria
REQUIREMENTS: A three year BCom/ BCompt Degree majoring in Accounting/ Auditing/ Internal Audit/ Risk Management or National Diploma majoring in Accounting/ Auditing/ Internal Audit/ Risk Management with 3 to 5 years’ experience in an audit and risk management field. Registration as a Certified Internal Auditor will be an added advantage. Core competencies: people management and empowerment, programme and project management, risk management and internal control and
change management. Process competencies: knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and ability to communicate well (written and verbally). Technical competencies: knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis, advance computer proficiency in MS office, general ledger reconciliation and analysis and research and/ or audit report writing.

**DUTIES**

The incumbent will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related systems (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to Top Management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance process (e.g. response to external and internal auditor’s queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee.

**ENQUIRIES**

Mr J. Chauke, tel. 012 334 0696.

**APPLICATIONS**

May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23122-01@ursonline.co.za; or via fax: 086 654 1819.
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 01 December 2017

NOTE: GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”.

MANAGEMENT ECHELON

POST 46/04: DIRECTOR: HUMAN RESOURCE DEVELOPMENT
Branch: Corporate Services. Chief Directorate: Human Resources

SALARY: All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual’s needs

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year Degree in Human Resources Management/Development/ Training & Development/Public Administration/Public Management or equivalent qualification (NQF level 7) as recognized by SAQA. Experience: Five (5) years’ experience at a middle/senior managerial level with extensive experience in the field of Human Resource Development (HRD), managerial experience and financial management. Skills: Writing and facilitation as well as sound communication and good interpersonal skills. Job Knowledge: Extensive knowledge of Public Service Regulatory framework. Extensive knowledge of education, training and development practices. All applicable training and development Acts. SAQA and all relevant SETA’s. National Skills Development Strategy. Human Resources Development in the Public Service, Gender mainstreaming, Disability issues and Employee Health and Wellness Programme. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with senior members of government and other stakeholders. Excellent writing skills. Innovative and creative thinking. Programme and project management.
Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A code 8 driver’s license.

**DUTIES**

Develop internal capacity as well as employee wellness, gender mainstreaming, disability management and Management Development programmes within Government Communication and Information System. Provide leadership in Employee Health and Wellness. Provide leadership in Gender Mainstreaming and management of EWD. Provide leadership in HRD matters. Provide leadership in financial, human resource and administrative management of the directorate. Ensure efficiency in management and administration of training matters. Promote proper training practices in terms of applicable legislative framework. Manage and coordinate the induction of new staff. Manage and implement the roll-out of internship/ Learnership programmes. Manage the implementation and maintenance of comprehensive human resource training and development strategy. Manage the administration of training and development with relevant SETA’s. Manage the implementation of all policies related to Human Resources Development and Employee Health and Wellness Programme. Ensure that training courses and workshops attended are in line with the individual development plans. Manage and coordinate the budget of the directorate.

**ENQUIRIES**

Mr K Semakane Tel: 012 473 0128

**POST 46/05**

**DIRECTOR: INFORMATION TECHNOLOGY**
Branch: Corporate Service. Chief Directorate: Information Management and Technology

**SALARY**

All-inclusive salary package of R948 174 per annum of which 30% may be structured according to the individual’s needs

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate three (3) year Degree in Computer Science or Information Technology (IT) or equivalent qualification (NQF level 7). Experience: Five (5) years’ experience at a middle/senior managerial level in an IT environment and at least 10 years relevant experience in IT service management environment. Extensive technical experience in an IT environment that has included an IT service desk, networks, datacenter and web infrastructure. Extensive knowledge of the Microsoft, Open Source and Apple MAC technologies and systems. A good working knowledge and understanding of an IT Service Management environment. A good understanding and knowledge of datacenters, Wide and Local Area Networks (WAN’s and LAN’s) and the Internet and Web infrastructure. Experience and exposure to IT Service Management, COBIT and the ITIL frameworks, a certification will be desirable. Knowledge of IT Security and Architecture and IT management experience. People management skills, client and service delivery orientation and focus. IT financial and procurement management experience. Good interpersonal skills, ability to work well in a team and independently. Logical and analytical thinking, as well as problem solving and innovative. Communications, documentation and project management skills. A valid driver’s licence.

**DUTIES**

Manage and direct the staff and operations of the IT directorate that includes electronic office and audio visual support, enterprise servers and network administration and support nationally, as well as the web servers and infrastructure support. Contribute towards the development and implementation of the Information Management and Technology (IM&T) Strategy and IT Operational Plans. Continuously develop, coach, mentor and lead the IT staff. Ensure timely reporting on the activities of the directorate and the service levels and utilisation of the IT services and infrastructure. Manage service levels and the delivery of the State IT Agency and IT Service Providers. Evaluate, investigate and apply new technologies to enhance Information Technology and Information Management within the GCIS. Serve on project teams and related forums.

**ENQUIRIES**

Mr T Vandayar Tel No: 012 473 0304
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS
: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria or Private Bag X63, Pretoria, 0001

CLOSING DATE
: 04 December 2017, 12H00 No late applications will be considered.

NOTE
: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 46/06
: BENEFITS ADMINISTRATION EXECUTIVE MANAGER (REF: BAE/2017/11-1P/DPSA)

SALARY
: R1 370 973 – R1 544 406 per annum (all-inclusive package)

CENTRE
: Pretoria

REQUIREMENTS
: A relevant B Degree/ B Tech qualification (NQF 7) coupled with a post-graduate qualification (NQF 8) as recognized by SAQA in Management/Economics/Finance/Operational Management/Customer Service or related field. At least 8 to 10 years relevant experience at a Senior Management level. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Benefits

**DUTIES**: The key focus of the Benefits Administration Executive Manager (COO) is to oversee the management of benefits administration services for the GPAA. As Benefits Administration Executive Manager (COO), the incumbent must be a dynamic professional with vision and drive to oversee the overall management of benefits administration services for the GPAA. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following:

- Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development and delivery of strategy and leadership strategy. Aligns plans to meet business needs, achieving stipulated objectives.
- Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/stakeholders and organised groups to improve overall programme’s performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the effective management of customer relationship management services: Direct the management of all client contact and ensure that a good client experience is created. Enhance the management of relationships with GPAA customers and clients in the Regions. Oversee the process to admit, administer and maintain client records: Oversee the end-to-end process of admission and maintenance of client’s records. Oversee the end-to-end process of all collection of contribution revenue and monies owed by clients. Oversee the processing and ensure payment of benefits: Oversee the processing, validation and payment of claims. Oversee the management of unclaimed benefits. Oversee the processes of assessing medical applications received: Oversee the review of findings of medical examinations conducted to assess the merits of medical cases received. Oversee the process of deciding whether application should be accepted or rejected based on the results of the physical examination conducted. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES** : Ms Alletah Mashiane Tel No: 012 319 1218

**FOR ATTENTION** : Ms Alletah Mashiane – Recruitment

**NOTE** : One position of Benefits Administration Executive Manager exists within Government Pensions Administration Agency. The role will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise,
the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/07: CHIEF FINANCIAL OFFICER (REF: CFO/2017/11-P)

SALARY: R1 370 973 - R1 544 406 per annum (All-Inclusive package)

CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/stakeholders and organised groups to improve overall the programme's performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectations and agreed performance standards in the area of accountability and the overall optimisation of the value chain for the Employee Benefits Group. Ensure that the Finance strategy and operating model is adequately budgeted for through the development and implementation of a fit for purpose budget. Ensure effective financial management, control and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS), governance and risk management. Support the GEPF Board of Trustees and GPAA Executive Authority on Finance matters through participation in the respective audit committees. Prepare and present financial reports required by the Board and respective committees, e.g. Annual Financial Statements, Impairment of investments schedules, MTEF budget, Interim Financial Statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Oversee the supply
chain management process: Oversee the development of SLA's for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIES FOR ATTENTION
Ms Mapule Mahlangu Tel No: 012 399 2639
Ms Mapule Mahlangu – Recruitment

NOTE
One Chief Financial Officer Position is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/08
CORPORATE SERVICE EXECUTIVE MANAGER (REF: CSEM/2017/11-1P/DPSA)

SALARY
R1 370 973 – R1 544 406 per annum (all-inclusive package)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
The incumbent will oversee, direct and provide strategic leadership, advisory and support service to the GPAA with regards to corporate services. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Formulate and oversee the implementation of strategic plans. Oversee the development of an effective short, medium and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Aligns plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate, current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the
operation of the programme. Oversee the analyses of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organised groups to improve overall the programme’s performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the management of Human Capital Management services: Drive the provision of effective Human Capital practices and administration services. Drive the development and maintenance of HCM strategies. Oversee and facilitate Human Capital strategy, organisational effectiveness and wellness initiatives for the organisation. Drive the provision of integrated Human Capital Development initiatives aimed at enhancing individual and organisational performance. Oversee and facilitate the provision of labour relations services. Oversee property services, fleet and travel management, and physical security services: Oversee the provision of office support and maintenance services. Oversee fleet, travel and accommodation requirements of the GPAA. Monitor the provision of security management services. Oversee the development and implementation of risk strategies, anti-fraud and case management services: Oversee the establishment, maintenance of appropriate risk management service within the organisation. Oversee fraud prevention and case management initiatives for the organisation. Oversee the provision of legal services: Drive the provision of sound legal advice and litigation support to the Department. Drive the provision of secretariat services to the Department. Drive the provision of legislative services and contracts management to the Department. Manage all the resources in the programme: Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

ENQUIRIES: Ms Felicia Mahlaba – Tel No: 012 319 1455
FOR ATTENTION: Ms Felicia Mahlaba – Recruitment
NOTE: One position of Corporate Service Executive Manager exists within Government Pensions Administration Agency. The role will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/09: GENERAL MANAGER: OFFICE OF THE CEO AND STRATEGIC SUPPORT (GMCEOSS/2017/11-1P)

SALARY: R1 127 334 to R1 347 879 per annum (all-inclusive package)
CENTRE: Pretoria

**DUTIES**

The successful candidate will be responsible for a wide variety of tasks which include, but not limited to the following: Ensure the implementation of the Division strategy: Develop, implement and monitor achievement of an effective Business Plan. Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Contribute to the annual strategic plan. Analyze Division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the Division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of risks. Ensure the provision of marketing, communication and stakeholder management services: Manage the rendering of media and stakeholder liaison services. Manage the rendering of branding, events and advertising services to the Department. Manage the rendering of effective and efficient internal communication support services to the Department. Manage the rendering of publication services. Ensure and coordinate all monitoring, evaluation and reporting systems in the Department: Manage the development, maintenance and implementation of evaluation guidelines and frameworks. Manage the organisational performance monitoring and reporting for the Department. Coordinate and manage the implementation of integrated Departmental M&E data systems. Ensure the provisioning of strategic planning, research and policy implementation for the Department: Manage and coordinate the implementation of strategy and planning programmes. Coordinate and prepare strategic performance review and reports for the Department. Manage all research and policy development in the Department. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

**ENQUIRIES**

Ms Thenjiwe Gasa – Tel No: 012 319 1304

**FOR ATTENTION**

Ms Thenjiwe Gasa – Recruitment

**NOTE**

One General Manager: Office of the CEO and Strategic Support position is currently available at the Government Pensions Administration Agency. The purpose of the General Manager is to ensure the implementation of strategic support services and management of the CEO’s office within the GPAA. This position will be filled as a permanent position. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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ANNEXURE E

NATIONAL DEPARTMENT OF HEALTH

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

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehune (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms M Shitiba

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON


SALARY: An all-inclusive remuneration package of R 948 174 per annum [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Chief Directorate: Global Fund - Pretoria.

REQUIREMENTS: A four-year Bachelor Degree or equivalent NQF 7 qualification in Public Health or Biostatistics or Demography. A postgraduate qualification will be an advantage. At least five (5) years’ experience in Monitoring, Evaluation and Research at a middle/senior managerial level. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. In-depth knowledge of health related software packages. Knowledge of monitoring and evaluation principles and their application. Broad knowledge of the HIV and AIDS epidemic and programme. Broad knowledge and understanding of the National Strategic Plan for HIV and AIDS, TB and Malaria. Good communication (verbal and written), people management, problem solving, policy analysis and development, strategic planning, time management, project management, diversity management,
facilitation, coordination, leadership, planning and organising skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A valid driver’s licence.

**DUTIES**

Provide leadership and monitoring and evaluation support to the Global Fund Chief Directorate and Sub-Recipients (SRs) to ensure compliance with Global Fund policies and guidelines. Implement the grant in accordance with the Global Fund policies and guidelines. Oversee all research and strengthening of monitoring and evaluation systems in consultation with National Department of Health Global Fund supported activities. Manage all research projects and evaluations for the grant at Principal Recipient (PR) level. Oversee the preparation, review and submission of monitoring and evaluation aspects of the grant. Develop and implement systems to guarantee submission of quality reports to the Local Fund Agent and the Global Fund. Ensure integration with the department's research agenda, health research policy and addresses the country's health research priorities. Collaborate with other Chief Directorates and Directorates to support departmental research initiatives. Set specific key indicators and manage resources (physical, human and financial). Manage assets and monitor use of funding by ensuring 100% expenditure of monitoring and evaluation budget.

**ENQUIRIES**

Mr F D Demana at Tel.No: (012) 395 8072

**CLOSING DATE**

05 December 2017

**OTHER POST**

**POST 46/11**: **MEDICINES CONTROL OFFICER (REF NO: NDOH 64/2017)**

**SALARY**

GRADE 1: R530 025 per annum. A four-year degree in Pharmacy.
GRADE 2: R615 111 per annum. Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience
GRADE 3: R703 314 per annum. Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience.

**CENTRE**


**REQUIREMENTS**


**DUTIES**

Prepare expert reports and attend to cases for prosecution in terms of the relevant Health Acts. Investigate complaints regarding contravention of Act 101. Issue out warning letters to transgressing companies or individuals. Monitor and control border posts and mail centres for importation and exportation of medicines and related substances. Conduct training on border management personnel on handling of importation and exportation of medicines. Monitor compliance with the provision of the Medicines Act and other related Health Acts. Carry out inspection on hemp farms and pharmaceutical companies as well as places where schedule 5,6,7 & 8 substances are kept. Communicate with the Industry, public and Medicines Control Council, Health Professional and stakeholders. Conduct presentations to other government departments and healthcare industry on illegal medical products. Foster and develop networks on pharmaceutical crime with other regulatory authorities and relevant stakeholders. Prepare reports for consideration by the Medicines Control Council, Director-General and Minister. Evaluate threats in pharmaceutical products and advise to the Medicines Control Council on measures to be adopted.

**ENQUIRIES**

Mr J Molokwane at tel no (012) 395 9360 / Mr M G Molewa at Tel No (012) 395 9318

**NOTE**

Salary grade will be determined in accordance with the above requirements as per the OSD. Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.
CLOSING DATE : 05 December 2017 Closing Time: 12h00 Midday
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.

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central.

CLOSING DATE: 01 December 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. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver’s license and Identity Document. NB: if you do not hear from the Department within three months, consider your application as unsuccessful as correspondence will only be entered with shortlisted candidates only. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

OTHER POST

POST 46/12: PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES
REF NO: Q9/2017/46

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A Secretarial Diploma or equivalent qualification Minimum of 3 years’ experience in rendering support services to senior management Advanced proficiency in Ms Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer Good office management skills (document tracking, storage and retrieval systems) Sound minute taking and communication skills, telephone etiquette, people skills, as well as general office experience are essential The ability to act with tact and discretion Planning and organizing skills The ability to do research and analyze documents and situations Knowledge of relevant legislation/ policies/ prescripts and procedures; as well as basic knowledge on financial administration are vital Applicants must be able to work under pressure, independently and be willing to work overtime when necessary The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated Driver’s license is essential.

DUTIES: The successful candidate will be primarily responsible to render personal assistance, including a secretarial support service, to the Chief Director Rendering administrative support services Providing support to the Chief Director regarding meetings, Supporting the Chief Director with the administration of the budget of the office, As well as remaining abreast with prescripts/ policies/ procedures relevant to rendering support to the Chief Director Receiving and making telephone calls, Managing the Chief Director’s diary Making travel and accommodation arrangements, Coordination of the Chief Director’s Transport and Substance Claims, Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Obtain inputs, collates and compile reports, Arranging meetings and taking minutes, Assists with documents analysis in preparation for meetings, Keep and maintain registers, Maintaining a task list of request into the Chief Director’s office and requests made by the Chief
Director, ensuring that these are brought to the attention of people who have to action them and keeping a tracking list of actions. Ensure adherence to brought forward dates. Filling, document retrieval and tracking. Assisting the Chief Director in the administration of the Chief Director’s budget. Make tea for the Chief Director. Organise the cleaning of the Chief Director on a regular basis.

ENQUIRIES: Mr N Nekhumbe Tel: 012 399 0213
FOR ATTENTION: Ms P Hlalele Tel 012 399 0189
ANNEXURE G

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

MANAGEMENT ECHELON

POST 46/13 : PROVINCIAL CHIEF INSPECTOR: IES 2 POSTS
Re-advertisement

SALARY : R948 174 per annum (All inclusive)
CENTRE : Provincial Office: Free State- Reference No: HR 4/17/11/02HO (1 post)
         Provincial Office: Eastern Cape- Reference No: HR 4/17/11/03HO (1 post)

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide technical advice on all areas of inspection and enforcement. Execute IES strategies and directives. Promote awareness through Advocacy and Education Programmes. Manage the resources within the Inspectorate and Enforcement Unit.
OTHER POSTS

POST 46/14 : DEPUTY DIRECTOR: LABOUR CENTER OPERATIONS 2 POSTS

SALARY : R779 295 per annum (all inclusive)
Labour Centre: King Williams Town—Reference No: HR4/4/4/90 (1 post)


DUTIES: 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.

ENQUIRIES: Mr BH Gama, Tel: (043) 701 3128. Mr M Ntamo, Tel: (021) 441 8056
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hands deliver at No 9 long Street, Cape Town

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

POST 46/15 : SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/7/45

SALARY : R779 295 per annum (all inclusive)
CENTRE: Provincial Office: Mpumalanga


DUTIES: Manage the implementation of employment standards inspection strategy, policy and procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed to internal and external stakeholders. Manage all the resources of the Sub-Directorate such as Human Resources; Financial Resources; Assets, etc

ENQUIRIES: Ms NL Njwambe, Tel: (013) 655 8776
APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni
**POST 46/16**  
**DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2DDAS/UIF**  
Re-advertisement  

**SALARY**  
R 657 558. Per annum (all inclusive)  

**CENTRE**  
Unemployment Insurance Fund: Pretoria  

**REQUIREMENTS**  

**DUTIES**  
Provide technical guidance and actuarial functions in the UIF. Manage financial accounting and disclosure Services. Maintain the working relationship with external actuaries and investment advisors. Manage the provision of comprehensive financial administration services. Manage resources in the Sub-Directorate.  

**ENQUIRIES**  
Ms ASC Fourie, Tel: 012 337 1520  

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

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

**POST 46/17**  
**OCCUPATIONAL THERAPIST GRADE 1 (DISABILITY MANAGEMENT) REF NO: HR4/4/7/51**  

**SALARY**  
R459 558 -510 042 per annum (OSD)  

**CENTRE**  
Provincial Office: Mpumalanga  

**REQUIREMENTS**  

**DUTIES**  
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.  

**ENQUIRIES**  
Ms LP Magubane, Tel: (013) 655 8733  

**APPLICATIONS**  
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.  

**FOR ATTENTION**  
Sub-directorate: Human Resources Management, Emalahleni
ASSISTANT DIRECTOR: IES REF NO: HR4/4/4/10/15

Re-advertisement

SALARY: R417 552 per annum
CENTRE: Labour Centre: Germiston

DUTIES: Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

ENQUIRIES: Mr MD Kgwele, Tel: (011) 345 6300
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein.
FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng Province.

PRINCIPAL INSPECTOR: BASIC CONDITIONS EMPLOYMENT ACT REF NO: HR 4/6/6/107

SALARY: R417 552 per annum
CENTRE: Provincial Office: Limpopo

DUTIES: Ensure the implementation of programmes, work plans and policies for Basic Condition Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Condition Employment Act and Regulations. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes. Provide technical advice on sector specific Basic Condition Employment Act matters. Manage the resources within the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

ENQUIRIES: Mr W Mokoena, Tel: (015) 290 1666
APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

ASSISTANT DIRECTOR: LABOUR MIGRATION SERVICES REF NO HR4/17/11/37HO

SALARY: R417 552 per annum
CENTRE: Branch: Public Employment Services, Head Office

DUTIES: Coordinate and Implement policies and programmes of the Labour Migration in South Africa. Coordinate the position of secretariat services to the ICBLM committee. Coordinate relations with International / Cross Boarder Labour Migration (ICBLM) stakeholders. Coordinate technical support functions to the committee International/ Cross Boarder Labour Migration (ICBLM) visa adjudication process. Manage all resources of the division.

ENQUIRIES: Ms N Ngwenya, Tel: (012) 309 4471

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 46/21: ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/17/11/41HO

SALARY: R334 545. Per annum
CENTRE: Directorate: Employment Relations, Head Office

DUTIES: Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the Employment Relation section. Coordinate the finalization of all the disciplinary cases in the Department. Manage resources of the section.

ENQUIRIES: Ms T Makuya, Tel: (012) 309 4720
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 46/22: ASSISTANT DIRECTOR: COID 4 POSTS

SALARY: R334 545. Per annum
CENTRE: Labour Centre: Polokwane-Reference No: HR4/6/6/106((1 post)
Provincial Office: Mmabatho-Reference No: HR4/4/9/293(1 post)
Labour Centre: Rustenburg-Reference No: HR4/4/9/294(1 post)
Labour Centre: Klerksdorp-Reference No: HR4/4/9/295(1 post)

REQUIREMENTS: Three (3) years National Diploma/Degree qualification in Public Management/Business Management/Human Resource Management/Operations Management/Nursing with three (3) years experience in a claims/medical insurance processing environment on senior claim assessor / supervisor level and a valid driver’s license. Knowledge: Public Services Regulation, DoL and Compensation Fund business strategies and goals, Directorate goals and
DUTIES: Provide oversight and control to the claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Ms TE Maluleke, Tel: (015) 290 1662.
Ms KM Gaolatlhwe, Tel: (018) 387 8146

APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane
Chief Director: Human Resources Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Office 212, 2nd Floor

Sub-directorate: Human Resources Operations, Mmabatho

POST 46/23: ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFSA/UIF
Re-advertisement

SALARY: R334 545. Per annum
CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Manage the development of any new system requirements. Maintain data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordinate the use of the systems by all users. Co-ordinate the control and allows access, security of access, levels of access and access to specific fields on the financial system by all users. Co-ordinate the integration between the financial systems with the operational system. Co-ordinate all maintenance calls, request for service and user support. Provide high-level user support with regard to use of financial systems, running of reports, running data queries through data bases and financial reports. Manage resources (Human, Finance, Equipment, Assets) in the section ENQUIRIES: Ms M Schmidt, Tel: (012) 337 1716

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

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

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001, by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria.

FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government

CLOSING DATE: 01 December 2017 @ 16h00

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

ERRATUM: Kindly note that the post of X 2 Deputy Director: Marketing and Sales for one year fixed term contract (Ref: NSG 12/2017) that was published on the Public Service Vacancy Circular 45 dated 10 November 2017, the correct salary should read as follows: an inclusive remuneration package commencing at R657 558.00 per annum (70%75% of package), (Salary Level 11)

OTHER POSTS

POST 46/24: ASSISTANT DIRECTOR: COST ACCOUNTING (REF: NSG 14/2017)
Chief Directorate: Office of the Chief Financial Officer

SALARY: (Salary level nine commencing at R334 545. per annum.

CENTRE: Pretoria.


DUTIES: Verify the captured Departmental revenue and expenditure. Prepare reports for National Treasury and GEPF according to the requirements. Prepare reports for Executive Management of the organization monthly quarterly, biannually and annually. Prepare reports for the Executive Management of the organization about all virement within the organization. Prepare a presentation of budget and expenditure to the relevant stakeholders on monthly basis. Analyse and evaluate progress against financial targets per the annual business plan and report
variances to executive management. Identify and analyse budget trends and report variations to the relevant Chief Directors or Directors in the Department and provide recommendations and advice to address significant variances. Report on breakeven points by products and streams. Report on margins by product and streams. Report on periodic variances and their causes, focusing in particular on spending variances. Analysing audits of costs and preparing reports. Providing management with reports specifying and comparing factors affecting prices and profitability of services (Course Fees). Making estimates of new and proposed course fees. Conduct ongoing process cost constraint analyses. Analysing capital budgeting requests. Accumulate and apply overhead costs as required by GRAP. Analysing data collected and recording results. Analysing actual development costs and preparing periodic reports comparing standard costs to actual costs. Recording cost information for use in controlling expenditures. Manage short-to-medium and long term financial planning in line with the various budgeting processes. Manage and co-ordinate the budget planning processes and maintain a performance budget monitoring system. Facilitate the compilation of budget estimates and monthly forecasts in branches. Develop the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Ensure that the required budget inputs are received from managers and that inputs are consolidated for submission. Provide advice and support to stakeholders and review the final draft budget inputs for submission to the relevant authorities. Provide inputs and recommendations to the development of the strategic and annual performance plans including coordinating, analyzing and advising to ensure that the strategic and annual performance plans are aligned to the budget. Verify that budgets projections are correctly capture on the accounting system.

ENQUIRIES

Mr K Hlalethwa, (012) 441-6096
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 46/25

SENIOR ADMINISTRATIVE OFFICER: AFRICA AFFAIRS AND SPECIAL PROJECTS (REF: NSG 15/2017)
Chief Directorate: International Relations, Special Projects and Communications.

SALARY

(Salary level eight commencing at R281 418.00 per annum.

CENTRE

Pretoria.

REQUIREMENTS


DUTIES

Identify trends and assess pertinent issues in the in African Affairs programmes and special projects. Provide information, inputs, recommendations and background documentation. Monitor trends and developments pertaining to the areas of responsibility. Participate in interdepartmental/Inter-Governmental and stakeholder relationships and meetings held by DIRCO.Liaise with and co-ordinate international programmes. Engage with representatives of foreign governments and multilateral institutions and other relevant stakeholders. Participate in events to market, promote and strengthen the NSG to be a thought leader in the African continent. Negotiate with counterparts on the African continent. Provide support to the facilitation and co-ordination of the NSG’s local and African institutional forums.
Provide support with international visits, protocol and travel guidelines for international partnership in NSG. Organise workshops/feedback sessions after international travel. Ensure minute taking and document distributing at meetings. Draft submissions, documents, letters, reports etc. Assist in mentorship and coaching programmes. Support the operationalization of the NSG’s International Relations Framework.

ENQUIRIES:
Mr D Williams, (012) 441-6732
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017
ANNEXURE I

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS

Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; www.dpme.gov.za

CLOSING DATE

01 December 2017 @ 12:00 pm

NOTE

The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 46/26

DIRECTOR: FINANCIAL MANAGEMENT REF NO 070/2017
Office of the CFO

SALARY

R948 174 - R1 116 918 all-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE

Pretoria

REQUIREMENTS

A relevant 3 year tertiary qualification (NQF7 or equivalent) with either financial or management accounting at 3rd year level. At least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level in the national or provincial government financial management environment. Experience in both Financial and Management accounting in national or provincial Government essential. A relevant postgraduate qualification (NQF 7) and/or specialist training courses will be an added advantage. Competencies / Skills: The successful
candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government financial management and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A working knowledge of BAS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive, self-driven, detail oriented, innovative, customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality. Shortlisted candidates will be required to complete a written test and a competency assessment as part of the selection process.

**DUTIES**

Development and review of operational plans, risk assessments, compliance check lists and policies. Review and ensure compliance of financial delegations. Budget controller for the Office of the CFO. Manage all management and financial accounting services and functions in the Department, including: Strategic and operational financial planning and reporting, Entity oversight, Salaries, Tax, S&T, Supplier payments, Debtor and Creditors management, PMG, Petty Cash, Accurate quarterly and annual financial statements. Reports to the CFO

**ENQUIRIES**

In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

**POST 46/27**

**SENIOR SECTOR EXPERT: PUBLIC HEALTH REF NO 071/2017**

Social M&E: Health

**SALARY**

R948 174 - R1, 116 918. All-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 8 years' relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful incumbent will be responsible to contribute to the development, monitoring and the periodic review of the Health Chapter of the NDP with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Systems including NGO’s. This entails developing and periodically reviewing the Health Chapter of the NDP regarding Public Health; Continuous monitoring and reporting to the executive on progress towards the health chapter in the NDP regarding Public Health and monitoring of the Public Health sector’s progress towards sustainable Development Goals (SDG’s). Tracking of progress at the coalface of service delivery in public health across 3800 health facilities; Providing technical support for the strengthening of the Public Health System and supporting the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme. Ensuring of the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to; Ensuring of effective and efficient Human Resources planning for the Directorate; Ensuring of effective and efficient management of procurement within the Directorate and ensuring of sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462
POST 46/28  :  SENIOR SECTOR EXPERT: PLANNING COORDINATION REF NO 072/2017
CD: Planning Coordination

SALARY  :  R948,174 - R1,116,918. all-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE  :  Pretoria

REQUIREMENTS  :  A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent) level. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client

DUTIES  :  The successful candidate will be responsible for facilitating and convening of different stakeholders and leading the process of drafting plans to achieve the NDP goals in consultation with the planning coordinators in the different areas. This entails planning and organizing programs and activities as well as carry out important operational duties; Support planning and coordination of a program and its activities and ensure implementation of policies and practices. Maintain budget and track expenditures/transactions; Build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and create reports or proposals. Support growth and program development. Prepare programme /project status reports required for management and provide technical support to government officials and other partners in the planning, implementation and evaluation of programme(s)/project(s).

ENQUIRIES  :  In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462

POST 46/29  :  SENIOR SPECIALIST: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM REF NO 073/2017

SALARY  :  R948, 174 - R1, 116,918. all-inclusive salary package per annum (Salary Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE  :  Pretoria

REQUIREMENTS  :  A relevant 3-year tertiary qualification (NQF7) or equivalent with at least 8 years' relevant experience, of which 3-5 years in policy and legislation development/coordination or analysis and 5 years’ at MMS (Deputy Director or equivalent) level. Qualifications in Economics or Public Policy or any other relevant post-graduate qualification (NQF8) will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated an in-depth knowledge of legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client
orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The incumbent of the post will be responsible for ensuring and facilitating the application of impact assessments on regulations/legislation and policies. Assist in providing guidance and support to departments in implementing the Socio-Economic Impact Assessment System (SEIAS). Work with the Cabinet Office to ensure SEIAS is done on all new/amended policies, laws and regulations. Assist with continuous review of the SEIAS templates to ensure that it supports effective impact assessment processes and aligns adequately with national priorities. Facilitate induction of officials to utilise SEIAS, assist in establishing a panel of experts trained in the SEIAS approach that can be used by government departments. Provide methodological support to government and assist in the support work of the Interdepartmental Structures and Community of Practice on SEIAS. Ensuring of the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to; Ensuring of effective and efficient Human Resources planning for the Directorate; Ensuring of effective and efficient management of procurement within the Directorate and ensuring of sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.

**OTHER POSTS**

**POST 46/30**

**SPECIALIST: PLANNING COORDINATION X2 REF: 074/2017**

CD: Planning Coordination

**SALARY**

R779 295. – R 917 970. all-inclusive salary package per annum (Salary Level 12)

The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3-year tertiary qualification, in the social sciences, i.e. economics, sociology, public administration, strategic planning and related (NQF6) with at least 6 years' appropriate experience of which 3 years should be in facets of Planning Coordination and 3 years at ASD level. A good understanding of government policies and plans – social, economic, governance, environment and related areas. Competencies / Skills: The ideal candidate should have the following skills: planning, coordination and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality Ability to work with diversity and multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

**DUTIES**

The successful candidate will be responsible for assisting in the facilitating and convening of different stakeholders and leading the process of drafting plans to achieve the NDP goals in different areas and sectors, in consultation with the planning coordinator. This entails assisting in planning and organizing programs and activities as well as carry out important operational duties; Support the Senior Sector Expert with planning and coordination of a program and its activities and ensure implementation of policies and practices. Maintain budget and track expenditures/transactions; Help build positive relations within the team and external parties and schedule and organize meetings/events and maintain agenda. Ensure technology is used correctly for all operations; Draft strategic plans and project briefs with regard to key Sector Planning projects; Keep updated records and draft reports or proposals and support growth and program development.

**ENQUIRIES**

In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
POST 46/31: POLICY ANALYST: IMPLEMENTATION SUPPORT REF: 075/2017
CD: Public Service Monitoring and Support

SALARY: R779 295. – R 917 970. all-inclusive salary package per annum (Salary Level 12)
The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS:
An appropriate 3-year tertiary qualification (NQF6) with at least 6 years’ appropriate experience of which 3 years should be in facets of Implementation Support and 3 years at ASD level. Competencies / Skills: The ideal candidate should have the following skills: Monitoring and interpersonal skills and sound human relations. Should produce good quality of work, research capability, report writing, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work independently and with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Must have a valid Driver’s Licence and be prepared to travel frequently.

DUTIES:
The successful candidate will be responsible to assist in the development and implementation of a government wide performance assessment tool (MPAT) through assisting the Director in the development and implementation of a government wide management performance assessment tool for planning, monitoring and evaluation. Assist in the collection and analysis of data from a wide range of sources to inform the strategic management and performance monitoring key areas of individual government institutions, collect and analyse data to inform reports and coordinate arrangements for the President’s hands-on monitoring of departments, municipalities, State Owned Entities and other service delivery sites, collect and analyse data to inform assessments of national and provincial department’s adherence to policy requirements for planning, performance monitoring and also support departments to improve their planning and monitoring processes.

ENQUIRIES:
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462.

POST 46/32: PROJECT AND CONTENT COORDINATOR REF NO 076/2017
Directorate: Delivery Support

SALARY: R417 552. – R491 847. per annum (level 10) plus benefits

CENTRE: Pretoria

REQUIREMENTS:
A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in Project and Content coordination and 2 years at supervisory level. Should possess high level skills in: report writing, project management and research, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES:
The successful candidate will be responsible for coordinating the activities in the Operation Phakisa unit including providing administrative systems and office personnel support. This entails rendering general logistical and programme / project management support to the Operation Phakisa Unit; assist in managing multiple projects; responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the unit; ensure smooth running of the unit; perform administrative functions such as assisting in preparing quarterly performance reports and compiling minutes, and compiling
annual programme budget requests. Provide management support in the unit to ensure efficiency and effectiveness by rendering administrative, logistical, programme and project management support; Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work; Develop and implement operating systems and procedures within the unit; Liaise with internal and external stakeholders to ensure effective communication. Draft minutes and correspondence and manage workflow record systems; Manage, monitor, analyse the unit budget and provide monthly cash flow projections. Coordinate and consolidate the unit’s quarterly and annual performance plans; coordinate the preparation and secretariat support in the unit’s meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation. Scrutinise submission/reports forwarded to unit and facilitate the procurement of goods and services.

ENQUIRIES : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312 0462.

POST 46/33 : ASSISTANT SPECIALIST REF NO 077/2017
CD: PM&E Capacity Development

SALARY : R417 552. – R491 847. Per annum (level 10) plus benefits

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in Administration and 2 years at supervisory level. Should possess high level skills in: report writing, project management and research, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES : The successful candidate will be responsible for supporting the effective functioning of Planning, Monitoring and Evaluation (PM&E) capacity development structures, systems and processes. He/she will provide event management support to the PM&E Forums; international PM&E workshops; international study visits to DPME; and new stakeholder platforms that DPME establishes in relation to PM&E capacity development. Key to this task will be the maintenance and continuous updating of databases comprising all key PM&E stakeholders from all spheres of government, academia, think tanks, civil society, state-owned companies and other public entities, multilateral organizations, development partners and professional bodies. He/she will use the database to ensure continuous advocacy and knowledge sharing with all the stakeholders around PM&E through stakeholder needs analysis, presentations, information dissemination, and feedback. The successful candidate will provide direct support to the supervisor and indirect support to DPME management in relation to the work of the capacity development structures, including preparing presentations, drafting minutes, briefing notes, follow up to the decisions of the PM&E Forums; and execute research and analysis of information for the Unit Head. He/she will provide support to the Head of PM&E Capacity Development in his/her management of financial functions. This will include support to the Head in monitoring the budget, monitoring the expenditure and implementation of procurement plans, and provide monthly cash flow projections of the unit. He/she will provide support on performance management functions, including coordination and consolidation of the Unit’s quarterly and annual performance reports. The incumbent will manage and supervise interns, service providers and suppliers in the Unit.

ENQUIRIES : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.

POST 46/34 : OUTCOME ASSISTANT REF NO 078/2017
M&E: Economy

SALARY : R417 552. – R491 847. Per annum (level 10) plus benefits
CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification (NQF6) with at least 5 years appropriate experience of which 3 years must be in M&E and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES: The successful candidate will be responsible in providing administrative and technical support on outcomes planning monitoring and evaluation improvement initiatives. This entails supporting the outcomes team in the planning, development and review of the MTSF chapter on the outcome. Provide support in conducting outcomes research and policy analysis focused on planning, monitoring performance and evaluation. Provide improved and accurate range of evidence and data for effective monitoring and assessing of sector department performance. Support on-site investigation and verification where required and report accordingly, then compile detailed reports and presentations for evidence. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Contribute towards the compilation of monthly outcomes report. Provide continuous interaction with outcomes relevant departments and entities initiatives. Support the Outcomes Team in advocating for timely use of monitoring and evaluation information to drive service delivery.

ENQUIRIES: In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.

POST 46/35: SENIOR ADMINISTRATIVE OFFICER (VARIOUS) REF NO 079/2017
Directorate: Citizen-Based Monitoring; CD: Planning Coordination; CD: Planning Alignment; Social PM&E: Education & Skills; Social PM&E: Health; Social PM&E: Infrastructure; Social PM&E: Rural Economy; CD: Security and International Planning and Monitoring

SALARY: R281 418. – R331 497. per annum (Salary level 8) plus benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF6) or equivalent with at least 4 years experience of which 2 years must be in an administrative environment and 2 years at supervisory level. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have knowledge of Public Finance Management Act and Treasury Regulations Service Act and Regulations

DUTIES: The successful candidate will be responsible for rendering effective administrative support to the unit. This entails rendering of effective finance and procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the unit: Collecting, analysing, collating of information as requested by the supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the supervisor and sending and receiving of faxes, e-mails, and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP’s and ensure that leave registers are completed in the unit. Updating/recommending of the updating of enabling Prescripts, Policies and Procedures: studying of the relevant Public
Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit’s office and the updating thereof. Supervision of admin staff if applicable in the unit.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.

POST 46/36 : ADMINISTRATIVE OFFICER (VARIOUS) REF NO 080/2017
CD: Planning Alignment

SALARY : R226 611. – R266 943. per annum (Salary level 7) plus benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF6) or equivalent with at least 3 years appropriate experience of which 1 year is in a supervisory level and 2 years in an administrative environment. The following skills will serve as a recommendation: Report writing skills or/and desktop research skills or/and analytical skills or/and statistics skills and experience. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations.

DUTIES : The successful candidate will be responsible for rendering an effective administrative support to the unit. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP’s and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures: Studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit’s office and the updating thereof.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

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

CLOSING DATE
01 December 2017 at 16:00

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

MANAGEMENT ECHELON

POST 46/37
CHIEF FINANCIAL OFFICER (REF NO: S8/3/2017/274)
Branch: Financial Services

SALARY
R1 370 973 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for the Senior Management Service)

CENTRE
Pretoria

REQUIREMENTS
Bachelor's Degree/Advanced Diploma in Accounting (NQF level 7) and Bachelor of Accounting Honours (NQF level 8). Must be a registered Chartered Accountant. 8-10 years of experience in a senior managerial position dealing with financial matters. Must demonstrate high levels of competency in financial administration and financial accounting. Experience and knowledge of the GAAP system and accrual accounting systems. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as a change agent and manage in accordance with the strategic vision and objectives of the Department. Knowledge of financial management in relation to the new regulatory framework for the public service, e.g. Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Excellent management, communication and interpersonal skills. Valid driver’s licence.

DUTIES
Assist the accounting officer to discharge the duties prescribed in Part 2 of Chapter 5 of the Public Finance Management Act. Provide support to the Head of the Department and line managers including the Deeds Trading Account, Land Claims Commission and Agricultural Land Holdings Account (ALHA) with regards to public finance matters. Manage the departmental budget in accordance with the relevant prescripts. Ensure effective management and administration of the Financial Services Branch, which includes Financial Management Services, Supply Chain and Facilities Management Services and Risk Management. Co-ordinate and
ensure effective and efficient performance of the financial management, supply chain management and risk management functions in all components of the Department. Put in place systems and procedures to ensure efficient management of the expenditure control function. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and maintaining measures to prevent fraud and maladministration. Co-ordinate and ensure effective and efficient management of audit intervention strategies. Provide timely and accurate financial and operational information necessary for strategic decision-making to all branches. Ensure strict adherence at all levels of the Department to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

**NOTE:** Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

### OTHER POSTS

**POST 46/38**: CHIEF MONITORING AND EVALUATION (REF NO: 3/2/1/2017/269)

**Directorate:** Service Delivery Coordination

**SALARY**: R334 545 per annum (Level 9)

**CENTRE**: KwaZulu Natal (Pietermaritzburg)

**REQUIREMENTS**: Degree / Diploma in Development Studies/Social Science. 3-5 years’ experience in supervisory level. Knowledge of State Information Acts. Knowledge of research and methodology. Project and programme management. Advanced computer literacy skills. Data warehouse management skills. Analytical and research skills. Oral and written communication skills. Ability to customize and target information to user requirements. A valid Driver’s license.

**DUTIES**: Conduct monitoring of projects in various districts in the provinces. Produce report on performance of projects to provide early warnings. Data collection and compile project database. Provide assistance in conducting evolution of various projects. Identify projects to be evaluated. Data collection. Conduct data verification on reports submitted by branches. Analyse the reports to ensure compliance. Update statistical information on provincial project database. Monitor and update projects database. Analyse and interpret research statistical data. Produce statistical information project/programme performances. Compile, produce and distribute reports. Record submission of reports by branches.

**CLOSING DATE**: 24 November 2017 at 16:00

**POST 46/39**: ASSISTANT DIRECTOR: HR POLICY (REF NO: 3/2/1/2017/275)

**Directorate:** Human Resource Management

**SALARY**: R334 545 per annum (Level 9)

**CENTRE**: Pretoria


**DUTIES**: Administer the development, maintenance and implementation of HR Policies. Identify policies to be developed/amended. Undertake gap analysis/problems/research/best practices as and when required. Compile/draft
policy. Request and consolidate inputs from stakeholders. Finalise policy for consideration to the delegated authority. Assist and manage implementation of approved policies. Develop / amend Human Resource Delegation of Authority in line with legislative framework. Deal with adhoc matters regarding HR policies, HR delegations, the Act (PSA) and Regulations (PSR) and conduct human resource research. Manage/ administer delegation register. Communicate with stakeholder regarding process, implementation, management of register. Request progress reports/analyse reports. Compile progress and annual report on delegation register.

**CLOSING DATE:** 01 December 2017 at 16:00

**POST 46/40**: ASSISTANT DIRECTOR: DEMAND AND ACQUISITION (REF NO: 3/2/1/2017/276)

Directorate: Financial and Supply Chain Management Services

**SALARY**: R334 545 per annum (Level 9)

**CENTRE**: Western Cape (Cape Town)


**DUTIES**: Administer Demand Management Plan. Facilitate and prepare communique for submission of DMPs. Analyse, advice and verify development of demand management plan for all offices. Facilitate, analyse, advice and verify consolidated provincial demand management plan. Facilitate approval of the clients Demand Management plan. Submit verified consolidated demand management plan. Coordinate Procurement plan. Analyse advice and verify development of procurement plan. Facilitate approval of the provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client offices. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identified. Submit report from rational analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, and minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (Terms contracts, tranversal contracts, bulk procurement and direct sourcing) (Sourcing Strategies) Assist service providers on line to register on the CSD (Central Supplier Database) Verify captured service providers information on CSD and allocate service provider number. Record service provider’s performance on the service provider database. Maintain contract register (Administration of contract) Monitor expiring contracts and advice the users. Monitor performance of contract and compile reports. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advice the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to PPRM. Facilitate Bid Management Process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve
bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after the closing date and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Department website). Verify if the bid offer received meets the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via email to the relevant BEC members. Serve as a BID Adjudication Committee secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on SCM risk control and fraud preventions.

**CLOSING DATE**

**POST 46/41**

**SALARY**

**CENTRE**

**REQUIREMENTS**

**DUTIES**

**CLOSING DATE**

**POST 46/42**

**SALARY**

**CENTRE**

**REQUIREMENTS**

**DUTIES**

39
reporting on SCM related matters. Manage/ control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capturing and authorisation of goods/ services on logis system. Handle queries from internal and external clients relating to supply chain matters. Client Liaison. Convene performance management meeting within Sub- Directorate Render administrative support services. Attend to queries arising from internal and Stakeholders. Prepare documents for meetings. Manage Filing system. Make travel/conference bookings and confirmations. Handle office accommodation.

CLOSING DATE : 24 November 2017 at 16:00

POST 46/43 : STATE ACCOUNTANT (REF NO: 3/2/1/2017/272)
Directorate: Financial and Supply Chain Management Services

SALARY : R226 611 per annum (Level 7)
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : An appropriate 3 years National Diploma in Financial Management/Accounting/Public Administration with 1-2 years experience working within Financial Management environment. Knowledge of the following: Treasury Regulations, Public Finance Management Act, Basic Accounting System (BAS), LOGIS. Interpersonal skills. Computer literacy, Organizing skills, Written and verbal communication skills.

DUTIES : Compile journal according to report corrections. Check and approve salary related calculations and transactions to be effected on BAS and control debt documentation. Maintain a complete, updated and accurate supplier information. Compile and distribute debtors accounts/ statements and letters of demand to debtors and follow up on a monthly basis. Prepare letters for referral to legal services/ state attorney to consider legal demand and possible legal proceedings in a court of law. Control the clearing, reconciling and reporting on salary and debt related accounts. Update and reconcile the BOG (balance of grants) system regularly. Assist with the compilation and follow of accruals for month-end and year-end closures. Investigate thefts and losses and compile memorandum with supporting documents and send to legal services for recommendations. Check and verify supplier invoices, reconcile suppliers statements of claimant/ supplier and allocation and matching field within 3 days of receiving invoices. Compile payment advice using valid and accurate information of claimant/ supplier and allocation and matching field within 3 days of receiving invoices. Process claims and payments on PERSAL, LOGIS and BAS. Control supplementary claims, instating of garnishee orders, cancellation of deductions, leave and lump sum payments. Ensure all payments are compliant to the applicable laws, regulations, policies and standard operating procedures. Follow up on rejected payments until they are resolved. Overseer compilation and submission of payment report on a monthly basis. Control sorting and distribution of all salary payslips and payrolls to all pay points. Follow up on submission and verification of pay sheet for amendments and inform HRM on any amendments. Ensure full implementation of relevant policies and procedures. Assist with provision of information for quarterly and annual reporting. Attend to internal and external audit requests within the set timeframes. Evaluate internal control system and make necessary recommendations on best possible interventions. Maintain and update the register of irregular, fruitless and wasteful expenditure and report to supervisor on a monthly basis. Ensure officials receive telephone bills and pay for private calls. Prepare month-end reporting file (print trial balance, compile supporting documents, and request supporting documents from other sections) and submit to supervisor. Replenish petty cash and ensure cash is collected within the timeframes. Check and verify the request for replenishment of petty cash and reconcile thereof. Ensure day-end, month-end and year end petty cash counts and reconciliation are performed and reviewed by supervisor. Review and verify the petty cash reconciliation, re-count the cash-on hand, identify discrepancies and report to supervisor for further investigation. Ensure effective document control and safeguard of financial records and documents. Stamp payment daily and record in a register to avoid duplicate payments and quality control performed within one week. Report batch listing must be requested after month-end closure and must be reviewed and signed off by
delegated official. File payments, journals and salary documents in safe lockable area. Reconcile outstanding advances. Handle queries related to salaries and third party payments.

**CLOSING DATE** : 24 November 2017 at 16:00

**POST 46/44** : **STATE ACCOUNTANT: LEASE MANAGEMENT (REF NO: 3/2/1/2017/273)**  
Directorate: Plas Asset and Lease Revenue Management

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Pretoria  

**DUTIES** : Register new lease contracts/ caretaker agreements on the lease incoming register upon receipt. Verify if newly received lease contracts comply with State Land Lease and Disposal policy. Compile lease register using contract information. Update and maintain Accpac and CLM with lease and revenue information received. Reconcile lease information recorded with State Land Leases System. Update lease register with Accpac debtors numbers and CLM contract numbers. Create invoice batches lease debtors and other debtors as per contract monthly or annually on CLM and Accpac-AR. Generate and compile billing and interest charge report. Analyse ALHA Bank state for purpose of allocating and recording deposits. Compile database for rates of leased properties. Validate and reconcile municipal rates and taxes accounts and other charges.

**CLOSING DATE** : 24 November 2017 at 16:00

**POST 46/45** : **SECRETARY (REF NO: 3/2/1/2017/277)**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R183 558 per annum (Level 6)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : A Grade 12 certificate or equivalent or any other training course/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Job Knowledge: Advanced computer literacy (MS Word, MS Excel, Power Point, GroupWise etc). Job related skills: Good telephone etiquette. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and form different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Knowledge and application of legislation, policies and procedures, constitution, good governance and Batho pele principles, Public Service Regulations, Government systems and structure, Public Financial Management Act. Internal performance evaluation and reporting, government decision making processes, diversity management, performance management and monitoring, PSR, government systems and structure, PFMA.

**DUTIES** : Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refer the calls to the relevant persons. Diary Management. Types documents for the manager and other staff within the directorate. Operates and maintains office equipment. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangement for the Director. Arrange logistics for meeting and events in the Directorate. Processes the travel and subsistence claims for the unit. Processes all invoices that emanates from the activities of the work of the manager. Minute taking for directorate meetings. Draft routine correspondence and reports. Administer matters like leave registers and telephonic account. Receive records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshment etc. Collects all relevant documents to enable the manager to prepare for meetings.

**CLOSING DATE** : 01 December 2017 at 16:00
ANNEXURE K

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE : 01 December 2017. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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.

OTHER POSTS

POST 46/46 : DEPUTY DIRECTOR: ENTERPRISE & SUPPLIER DEVELOPMENT

SALARY : R657 558. all inclusive package per annum.
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must possess a B. Degree or Advanced Diploma (NQF 7 – 3 year qualification) in Business Administration, Developmental Studies or Economics. A minimum of six (6) years’ functional specialist experience in Enterprise / Supplier Development. Computer literacy and Driver License.
DUTIES : The incumbent is expected to facilitate the creation of an enabling environment for SMMEs through policies, strategies and programmes that support enterprise and supplier development in different industries. Develop small enterprises and suppliers across various industries. Design incentives for small enterprises and suppliers. Develop and monitor the implementation of instruments to support the productivity and growth of small enterprises and suppliers in different industries. Coordinate stakeholders and industry role players to solicit inputs on the implementation of small enterprise and supplier development programmes. Collaborate with the Market Access and Partnerships Unit to ensure that private sector partnerships culminate into enterprise and supplier development. Monitor the implementation and impact of the public procurement programme, especially the set aside policy in the 3 spheres of government. Facilitate enterprise and supplier development initiatives with private sector, international organisations, other governments and other departments. Communicate with external and internal stakeholders. Report on the implementation and impact of the public procurement programme. Manage human resources.
ENQUIRIES : Mr Mciniseli Jele, Tel no: (012) 394-5241 / Mr Shaheen Buckus, Tel no: (012) 394-1710
NOTE : EE Requirements: Preference will be given to African Male / Coloured Females / White Males and People with a disability.

POST 46/47 : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND HR DEVELOPMENT

SALARY : R334 545. Per annum excluding benefits.
CENTRE : Pretoria
**REQUIREMENTS**


**DUTIES**

Develop and implement performance management and skills development policies, strategies, systems and plans and implement the performance management system. Coordinate submission of performance management documents to ensure compliance to turnaround times. Co-ordinate and/or outsource in-house training, courses, seminars and workshops, recognition of prior learning and competency assessments through the HRD quality and information management systems, training and development processes and programmes, learnerships, internships, bursary scheme, mentorship and scholarship programmes. Coordinate the development and implementation of a work-place skills plan, leadership development, coaching programs as well as a comprehensive induction and orientation program, the development of a result-based training & development strategy to enhance capacity building and improve service delivery. Conduct research on relevant transverse training for identified occupations and advise on new training trends and to identify areas for learnership and Internship and align with the departmental strategic plan and SETA. Analyse market/labour statistics on a continuous basis to ensure that DSBD is aligned to best practice and analyse performance management and rewards information with the aim of identify trends and patterns to propose solutions/advice on these. Develop, implement and administer the PMS and PDP and attraction, retention and exit strategies for staff. Coordinate the implementation and maintenance of performance assessments and incentive system. Report on compliance, compile and present progress reports, recommendations and facilitate management decisions and report on the implementation of career exhibition program, Open day sessions and support programmes. Assess the effectiveness of the human resources training and development service through surveys and prepare a report on the utilisation of equipment. Disseminate information on learning and development and performance management through provision of advice, roadshows, enquiries, workshops and exhibitions.

**ENQUIRIES**

Mr Dillon Ivasen, Tel No: (012) 394-3097 / Ms Tshegofatso Moekeletsi, Tel no: (012) 394-5286

**NOTE**

EE Requirements: Preference will be given to African Male / Coloured Females / White Males and People with a disability.
ANNEXURE L

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 24 November 2017 at 16:00.

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. The South African Police Service gives the opportunity of Internship programme. The Department take provision for interns to be placed for twelve (12) months Internship Programme, focusing on youth development in support of the Skills Development Act, 1998 (Act No. 97 of 1998), the Youth Development Policy, and the SAPS Human Resource Development Strategy. It is our intention to promote representivity in respect of race, gender and disability through the filling of these Programme. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Indicate the reference number and position you are applying for on your Internship Application Form. Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three Weeks of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. Internship Application Form must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send complete application for post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and duties. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date and time. All shortlisted candidates will be subjected to the interview and assessment in compliance with the DPSA directive on the implementation Only the attached application form will be accepted. All instructions on the application form must be adhered to; failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form.Comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s Identity Document, Senior Certificate (Grade 12) and relevant educational qualifications obtained. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is shortlisted it can be expected for him/her to undergo a personal interview as well as a practical assessment. All shortlisted candidates will be subjected to fingerprint screening. A stipend will be paid according to proof of relevant qualification.

INTERNSHIP PROGRAMME

POST 46/48 : SUPPORT SERVICES: INTERN REF NO: LPS1
Division: Legal & Policy Services

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Pretoria, Head office
REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : The intern must assist with the maintenance of effective strategic human resource management. Administer effective Personnel Management practices within the
Division. Assist with the implementation of Human Resource Utilisation (HRU) programmes and procedures. Assist with the rendering of relevant Human Resource Development (HRD) programmes and ensure development and utilisation of personnel. Assist with the general office administration to ensure the smooth function of the office.

**ENQUIRIES**
Col Roos Tel no (012) 393 7002; CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/49**
**SUPPORT SERVICES: INTERN REF NO: LPS2**
Division: Legal & Policy Services

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R4000 to R7000 per month (12 months Stipend)</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Pretoria, Head office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Senior certificate (Grade12). A Diploma in Supply Chain Management will be an advantage. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist with the rendering of effective and efficient support by administering the procurement process. Assist with the administration of Cellular phones. Assist with the administration of Vehicle Fleet Management. Assist with the administration of Inventory and Stocktaking for the Division.</td>
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**ENQUIRIES**
Col Roos Tel no (012) 393 7002 CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/50**
**SUPPORT SERVICES: INTERN REF NUMBER LPS3**
Division: Legal & Policy Services

<table>
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<tr>
<th>SALARY</th>
<th>R4000 to R7000 per month (12 months Stipend)</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Pretoria, Head office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Senior certificate (Grade12). A Diploma in Financial Management or Accounting will be an advantage. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td>DUTIES</td>
<td>Assist with the administration of the budget and coordinate the expenditure of the Division. Assist with the administration of monitoring of all financial claims and overtime allowance payments. Assist with the rendering of financial administrative support.</td>
</tr>
</tbody>
</table>

**ENQUIRIES**
Col Roos Tel no (012) 393 7002 CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/51**
**MANAGEMENT INFORMATION & STRATEGIC PLANNING: INTERN REF NO: LPS4**
Division: Legal & Policy Services

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<tr>
<th>SALARY</th>
<th>R4000 to R7000 per month (12 months Stipend)</th>
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<tr>
<td>CENTRE</td>
<td>Pretoria, Head office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Senior certificate (Grade12). Be in possession of a Diploma/Degree in Public Administration/Strategic Management/Policing/Public Management and be Computer Literate. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
</tbody>
</table>

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**DUTIES**
To assist in the facilitation and development of the Divisional Annual Operational Plans. To assist in the facilitation and development of the Divisional Risk Management Processes. To assist in the analysis of quarterly performance reports and the compilation of the quarterly and annual reports. To assist with administrative support during the Divisional quarterly review sessions. To provide administrative support to the Section: Management Information and Strategic Planning.

**ENQUIRIES**
Col Roos Tel no (012) 393 7002 CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/52**
**GOVERNANCE POLICY AND LEGISLATION MANAGEMENT: INTERN REF NO: LPS5**
Division: Legal & Policy Services

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Pretoria, Head office

**REQUIREMENTS**
Senior certificate (Grade12). A Diploma/Degree in Financial Management or Accounting will be an advantage. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

**ENQUIRIES**
Col Roos Tel no (012) 393 7002 CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/53**
**RESOURCE: LEGAL SUPPORT INTERN REF NO: LPS6**
Division: Legal & Policy Services

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Pretoria, Head office

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of Diploma/Degree (LLB). Computer Literate. Be in possession of at least a valid light vehicle driver’s licence. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Assist with vetting and analysing contracts in relation to the Divisions Technology Management Services, Supply Chain Management, Human Resource Development and Human Resource Utilisation; Assist with the rendering of legal opinions on Human Resource, Training, Financial Management and Supply Chain Management policies; Assist with the researching and analysing of court judgements; Assist with drafting of agreements; Assist with the handling of appeals; and Assist with general Interpretation of Law.

**ENQUIRIES**
Col Roos Tel no (012) 393 7002 CPO Mashiane Tel no (012) 393 7172

**APPLICATIONS**

**POST 46/54**
**RESOURCE: LEGAL SUPPORT INTERN REF NO: LPS7**
Division: Legal & Policy Services

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Pretoria, Head office
**REQUIREMENTS**

- Senior certificate (Grade 12).
- Be in possession of a Diploma/Degree (LLB).
- Computer literate.
- Be in possession of at least a valid light vehicle driver’s licence.
- Must be between ages 18 – 35.
- Be a South African citizen.
- Must have no criminal record.
- Applicants must be unemployed and never participated in an internship programme previously.
- Applicants must be residents of the province where the post is advertised.
- Applicants are restricted to apply for 3 positions only.

**DUTIES**

- Assist in providing legal assistance in the preparation of legal documents and correspondences.
- Assist in preparing and compiling documentary exhibits.
- Assist with the conducting of investigations on the facts of the case.
- Assist in providing assistance with research on legal matters.
- Assist in accompanying legal officers during consultations.
- Assist with the general office administration to ensure the smooth function of the office.

**ENQUIRIES**

- Col Roos Tel no (012) 393 7002
- CPO Mashiane Tel no (012) 393 7172.

**APPLICATIONS**

- Support Services Private Bag X94 Pretoria 0001
- Hand Delivered: 255 Presidia Building Paul Kruger & Pretorius Street Pretoria

**POST 46/55**

- RESEARCH INTERN REF NO: DR/01/2018
- Division: Research : Management Intervention.

**SALARY**

- R4000 to R7000 per month (12 months Stipend)

**CENTRE**

- Pretoria, Head office

**REQUIREMENTS**

- Senior certificate (Grade 12).
- Must be in possession of a National Diploma in Information Technology/ BSc Degree Computer/ BSc Degree Informatics.
- The intern must understand and be able to use both qualitative and quantitative research methodologies in research project understand how to conduct a literature review and analyse literature review.
- Have good communication skills.
- Be in possession of at least a valid light vehicle driver’s licence.
- Must be between ages 18 – 35.
- Be a South African citizen.
- Must have no criminal record.
- Applicants must be unemployed and never participated in an internship programme previously.
- Applicants must be residents of the province where the post is advertised.
- Applicants are restricted to apply for 3 positions only.

**DUTIES**

- Provide administrative functions in the office of Research Governance and Coordination.
- Manage documentation in the office of Research Governance and Coordination.
- Monitor the execution of the SAPS Research Agenda and research proposals from internally and externally.
- Monitor the implementation of the research project intents.
- Update the database of the research conducted by, for and about the SAPS.
- Capture and update the database on the explicit policing knowledge assets.
- Manage and control the research knowledge repository.
- Update the database on the tacit policing knowledge assets.

**ENQUIRIES**

- Captain Esterhuizen, Sergeant Raphela.
- Tel no 012 393 3534/012 393 3246

**APPLICATIONS**

- Applications Posted: Colonel MS Molefe Management Intervention Private Bag X94 Pretoria 0001; Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Room 324.

**POST 46/56**

- SUPPLY CHAIN MANAGEMENT INTERN REF NO: CI01
- Division: Crime Intelligence: North West

**SALARY**

- R4000 to R7000 per month (12 months Stipend)

**CENTRE**

- Potchefstroom

**REQUIREMENTS**

- Senior certificate (Grade 12).
- Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management.
- Must be between ages 18 – 35.
- Be a South African citizen.
- Must have no criminal record.
- Applicants must be unemployed and never participated in an internship programme previously.
- Applicants must be residents of the province where the post is advertised.
- Applicants are restricted to apply for 3 positions only.

**DUTIES**

- Assist with rendering supportive duties regarding Supply Chain Management.

**ENQUIRIES**

- Lieutenant Colonel Y Niemann, Tel no (012) 360 1346
- Intern TL Makuwa, Tel no (012) 360 1340

**APPLICATIONS**

- Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153
FOR ATTENTION: Lt. Col. Y Niemann

POST 46/57: HUMAN RECCOURSE MANAGEMENT INTERN REF NO: CI02
Division: Crime Intelligence: North West

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Potchefstroom
REQUIREMENTS:
- Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Assist with rendering supportive duties regarding Human Resource Management
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340
APPLICATIONS:
- Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001
- Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

FOR ATTENTION:

POST 46/58: CYBER INTELLIGENCE COLLECTOR INTERN REF NO: CI03
Division: Crime Intelligence: North West

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Potchefstroom
REQUIREMENTS:
- Senior certificate (Grade12). Be in possession of a B-Tech Degree in Information Systems or Computer Science. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Covert collection of all intelligence via computer system, computer networks, internet, mobile phones and memory. Assist with rendering supportive duties regarding Cyber Crime.
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.
APPLICATIONS:
- Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001
- Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

FOR ATTENTION:

POST 46/59: TECHNICAL SUPPORT SERVICE INTERN REF NO: CI04
Division: Crime Intelligence: North West

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Potchefstroom
REQUIREMENTS:
- Senior certificate (Grade12). Be in possession of a National Diploma/Degree in Electronics/ Mechanical Engineering. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Assist with Technical Support duties to the unit.
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.
APPLICATIONS:
- Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001
- Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

FOR ATTENTION: Lt. Col. Y Niemann
| POST 46/60 | : SUPPLY CHAIN MANAGEMENT INTERN REF NO: CI05 |
| : | Division: Crime Intelligence: Kwazulu-Natal |
| **SALARY** | : R4000 to R7000 per month (12 months Stipend) |
| **CENTRE** | : Durban |
| **REQUIREMENTS** | : Senior certificate (Grade12) Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| **DUTIES** | : Assist with Technical Support duties to the unit. |
| **ENQUIRIES** | : Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340. |
| **APPLICATIONS** | : Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153 |
| **FOR ATTENTION** | : Lt. Col. Y Niemann |

| POST 46/61 | : FINANCIAL SERVICE INTERN REF NO: CI06 |
| : | Division: Crime Intelligence: Kwazulu-Natal |
| **SALARY** | : R4000 to R7000 per month (12 months Stipend) |
| **CENTRE** | : Durban |
| **REQUIREMENTS** | : Senior certificate (Grade12). Be in possession of a National Diploma/Degree in Financial Management or Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| **DUTIES** | : Assist with rendering supportive duties regarding Asset and Financial Management. |
| **ENQUIRIES** | : Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340. |
| **APPLICATIONS** | : Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153 |
| **FOR ATTENTION** | : Lt. Col. Y Niemann |

| POST 46/62 | : HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI07 |
| : | Division: Crime Intelligence: Kwazulu-Natal |
| **SALARY** | : R4000 to R7000 per month (12 months Stipend) |
| **CENTRE** | : Durban |
| **REQUIREMENTS** | : Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. *Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| **DUTIES** | : Assist with rendering supportive duties regarding Human Recourse Management |
| **ENQUIRIES** | : Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340. |
| **APPLICATIONS** | : Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153 |
| **FOR ATTENTION** | : Lt. Col. Y Niemann |

| POST 46/63 | : HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI08 |
| : | Division: Crime Intelligence: Kwazulu-Natal |
| **SALARY** | : R4000 to R7000 per month (12 months Stipend) |
CENTRE: Durban
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Assist with rendering supportive duties regarding Human Resource Management.
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makwa, Tel no (012) 360 1340.
APPLICATIONS: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153
FOR ATTENTION: Lt. Col. Y Niemann
POST 46/64: SUPPLY CHAIN MANAGEMENT INTERN REF NO: CI09
Division: Crime Intelligence: Western Cape
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Assist with rendering supportive duties regarding Supply Chain Management.
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makwa, Tel No (012) 360 1340.
APPLICATIONS: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153
FOR ATTENTION: Lt. Col. Y Niemann
POST 46/65: HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI10
Division: Crime Intelligence: Western Cape
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Assist with rendering supportive duties regarding Human Resource Management.
ENQUIRIES: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makwa, Tel No (012) 360 1340.
APPLICATIONS: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153
FOR ATTENTION: Lt. Col. Y Niemann
POST 46/66: FINANCIAL SERVICE INTERN REF NO: CI011
Division: Crime Intelligence: Western Cape
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in Financial Management or Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be
residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Asset and Financial Management.

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/67**: Supply Chain Management Intern REF NO: CI12
Division: Crime Intelligence: Mpumalanga

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Nelspruit

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Supply Chain Management.

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/68**: Human Recourse Management Intern REF NO: CI13
Division: Crime Intelligence: Mpumalanga

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Nelspruit

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Recourse Management.

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makuwa, Tel No (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/69**: Human Recourse Management Intern REF NO: CI14
Division: Crime Intelligence: Mpumalanga

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Acornhoek cluster

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Recourse Management.
**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makuwa, Tel No (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/70**: **HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI15**

Division: Crime Intelligence: Mpumalanga

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Ermelo Cluster

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Resource Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makuwa, Tel No (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/71**: **HUMAN RESOURCE MANAGEMENT INTERN REF NUMBER CI16**

Division: Crime Intelligence: Mpumalanga

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: KwaMhlanga

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Resource Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makuwa, Tel No (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/72**: **HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI17**

Division: Crime Intelligence: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Resource Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel No (012) 360 1346 Intern TL Makuwa, Tel No (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153
FOR ATTENTION: Lt. Col. Y Niemann

**POST 46/73: HUMAN RESOURCE MANAGEMENT INTERN REF NO: CI18**
Division: Crime Intelligence: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Personnel Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Human Resource Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/74: SUPPLY CHAIN MANAGEMENT INTERN REF NO: CI19**
Division: Crime Intelligence: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Supply Chain Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann

**POST 46/75: SUPPLY CHAIN MANAGEMENT INTERN REF NUMBER CI20**
Division: Crime Intelligence: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in either Supply Chain Management or Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with rendering supportive duties regarding Supply Chain Management

**ENQUIRIES**: Lieutenant Colonel Y Niemann, Tel no (012) 360 1346 Intern TL Makuwa, Tel no (012) 360 1340.

**APPLICATIONS**: Applications Posted: The Divisional Commissioner: Crime Intelligence, Private Bag X301, Pretoria, 0001; Hand Delivered: The Divisional Commissioner: Crime Intelligence, 463 Prieska Street, Erasmuskloof, Pretoria, 0153

**FOR ATTENTION**: Lt. Col. Y Niemann
POST 46/76: ADMINISTRATIVE GRADUATE INTERN (08 POSTS) REF NO EC 01/2018
Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: (04 post) Provincial Office, Zwelitsha, Eastern Cape, (01 post) East London communication, (01 post) Mdantsane communication, (01 post) Grahamstown communication, (01 post) Port Elizabeth communication

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in either journalism, graphic designer, language practitioner or media studies communication and public relations *Must be between ages 18 – 35. Be a South African citizen ,Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Conduct inspections to evaluate compliance with Loss Management norms and standards and data integrity on loss control systems in accordance with Programme operational indicators and annual targets. Evaluation of processes and procedures pertaining to civil claims Against the State.

ENQUIRIES: Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/77: ADMINISTRATIVE GRADUATE INTERN (06 POSTS) REF NO: EC 02/2018
Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Provincial Office, Zwelitsha, Eastern Cape,

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in Human Resource Management .Must be between ages 18 –35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Recently Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Capture and approve performance, conduct audit to stations, administer correspondence and files, handle pay progression enquiries, compile stats and compliance of stations on correctness of job titles

ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/78: ADMINISTRATIVE GRADUATE INTERN (02 POSTS) REF NUMBER EC 03/2018
Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Provincial Office, Zwelitsha, Eastern Cape,

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in Human Resource Management or Management of training *Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Assist with the implementation of workplace skills plan, compile training committee meetings, manage the administration of bursaries, capturing of courses on TAS, assist with drafting and implementation of training plan, assist with requisition of suppliers and filling of course files. Assist with financial reconciliation.

ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/79: ADMINISTRATIVE GRADUATE INTERN (02 POSTS) REF NO: EC 04/2018 Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Provincial Office, Zwelitsha, Eastern Cape,
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in LLB. *Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Perusal of application for state defence, drafting of legal opinions, conduct legal research, attend to losses in terms of PMFA.
ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 / 0406088441

POST 46/80: ADMINISTRATIVE GRADUATE INTERN (03 POSTS) REF NO: EC 05/2018 Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Provincial Office, Zwelitsha, Eastern Cape,
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in Management Services and or operations Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Feasibility studies for opening and closing of police stations /units, procedure and process modelling, time studies, work measurement and or activity sampling.
ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 / 0406088441

POST 46/81: ADMINISTRATIVE GRADUATE INTERN (08 POSTS) REF NO: EC 06/2018 Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Provincial Office, Zwelitsha, Eastern Cape (04 post) PHO Zwelitsha (01 post) EHW Mount Road (01 post) EHW Queenstown 01 post EHW Mount Fletcher (01 post) EHW Mthatha
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in either Social Work and or Project Management. *Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Render professional counselling to SAPS members and their families, conduct necessary trauma management services to SAPS members, assist with the implementation of HIV/AIDS programme within the SAPS. Project Management will assist with compiling and consolidation of B/plans, assist in the budget utilisation distribution of cluster needs, assist with presentation and organising of events, assist in registering members on data base, assist liaison with cluster and EHW.
Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

Applications Posted: South African Police Service Human Resource Development Private Bag x7471 King William’s Town 5600; Hand Delivered: Human Resource Development Office no 10 Block K Buffalo Road King William’s Town 5600

Post 46/82: Administrative Student Intern (02 Posts) Ref No: EC 07/2018
Division: Eastern Cape

Salary: R4000 to R7000 per month (12 months Stipend)

Centre: Provincial Office, Zwelitsha, Eastern Cape,

Requirements:
Senior certificate (Grade12) . Be in possession of N6 in Human Resource Management . Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

Duties:
Report writing, data capturing, and filling, weekly, monthly, quarterly and annual reports.

Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

Applications Posted: South African Police Service Human Resource Development Private Bag x7471 King William’s Town 5600; Hand Delivered: Human Resource Development Office no 10 Block K Buffalo Road King William’s Town 5600

Post 46/83: Administrative Student Intern Ref No: EC 08/2018
Division: Eastern Cape

Salary: R4000 to R7000 per month (12 months Stipend)

Centre: Sunnyside HRD Centre, Port Elizabeth, Eastern Cape

Requirements:
Senior certificate (Grade12) . Be in possession of N6 in Human Resource Management . Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

Duties:
Provide administrative and clerical support to personnel, assist with HRM matters assist with administration duties pertaining to capturing of courses on TAS and requisition of suppliers, assist with efficient finance and absenteeism management.

Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

Applications Posted: South African Police Service Human Resource Development Private Bag x7471 King William’s Town 5600; Hand Delivered: Human Resource Development Office no 10 Block K Buffalo Road King William’s Town 5600

Post 46/84: Administrative Student Intern (07 Posts) Ref No: EC 09/2018
Division: Eastern Cape

Salary: R4000 to R7000 per month (12 months Stipend)

Centre: (01post) Alice (01 post) Mdantsane (01 post) Butterworth (01 post) Mthatha (01post) Cradock (01 post) Cofimvaba (01 post) Mount Ayliff

Requirements:
Senior certificate (Grade12) . Be in possession of N6 Financial Management . Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

Duties:
Processing of claims for suppliers, administration of telephone accounts, administration of salary advance, tax related issues, debt-active and debt –ex members

Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/85: ADMINISTRATIVE MATRIC INTERN (05 POSTS) REF NO: EC 10/2018
Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Sunnyside HRD Centre, Port Elizabeth, Eastern Cape
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Store keeping and management, counting of stock, loading and offloading of trucks, receiving, issuing and packaging of stock.
ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/86: ADMINISTRATIVE MATRIC INTERN (05 POSTS) REF NO: EC 11/2018
Division: Eastern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Sunnyside HRD Centre, Port Elizabeth, Eastern Cape
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: General administration duties, initiation of programmes, CPF. Photocopying and faxing.
ENQUIRIES: Enquiries can be directed to Lt Col Gcadana / AC Moraba on 0406087057 /0406088441

POST 46/87: ADMINISTRATIVE INTERNS: GRADUATES (3 POSTS) REF NO: FS 1/2017
Division: Provincial Human Resource Development (Free State)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Bloemfontein
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma/Degree in Human Resource management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Coordinate National courses. Assist with the monitoring of the Training Provisioning Plan. All Training related projects. Compile skills audit. Monitoring the functioning of training committees.
ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300
FOR ATTENTION: Col Thulo/ LT Col Heilbron
<table>
<thead>
<tr>
<th>POST 46/88</th>
<th><strong>ADMINISTRATIVE INTERNs: GRADUATES (4 POSTs) REF NO: FS 2/2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division: Provincial Personnel Management (Free State)</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Bloemfontein</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Senior certificate (Grade12). Be in possession of a NOF level 6 Diploma /Degree/ in Human Resource management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship program previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Assist with recruitment and Selection processes. Assist with the compiling of advertisement. Assist with permanent employment of employees in the SAPS. Screening of all application forms. Maintain a recruitment database.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300</td>
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</tbody>
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<thead>
<tr>
<th>POST 46/89</th>
<th><strong>ADMINISTRATIVE INTERNs: GRADUATES (2 POSTs) REF NO: FS 3/2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division: Provincial Finance and Administration (Free State)</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Bloemfontein</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Senior certificate (Grade12). Be in possession of a NOF level 6 Diploma /Degree/ in Finance or Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship program previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Process claims and standing advances. Administer overtime remuneration allowances. Check telephone accounts. Administer cash received and issue receipts. All financial related issues.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300</td>
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<tr>
<th>POST 46/90</th>
<th><strong>ADMINISTRATIVE INTERNs: GRADUATES (2 POSTs) REF NO: FS 4/2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division: Provincial Supply Chain Management (Free State)</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Bloemfontein</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Senior certificate (Grade12). Be in possession of a NOF level 6 Diploma /Degree/ in Supply Chain Management /Logistical Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship program previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300</td>
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<tr>
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<td>Col Thulo/ LT Col Heilbron</td>
</tr>
<tr>
<td>POST 46/91</td>
<td>ADMINISTRATIVE INTERNS: GRADUATES (3 POSTS) REF NO: FS 5/2017</td>
</tr>
<tr>
<td>Division: Provincial Organizational Development and Strategic Management (Free State)</td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bloemfontein</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Organizational Development/ Strategic Management / Work Study/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Conduct and implement professional scientific work study methods related to investigations for the Free State Province. Conduct, maintain and implement feasible impact studies and business process re-engineering interventions for the Province. Generate and maintain the fixed establishment for the Province. Maintain and update the Geographical Information System (GIS-NPIS) in the Province. Manage the compilation of the Annual Performance Plan. Ensure compilation of quarterly report and provide feedback to role players. Compile the Annual Report</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845</td>
</tr>
<tr>
<td>APPLICATIONS</td>
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</tr>
</tbody>
</table>

| POST 46/92 | ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 6/2017 |
| Division: Provincial Corporate Communication (Free State) |
| SALARY | R4000 to R7000 per month (12 months Stipend) |
| CENTRE | Bloemfontein |
| REQUIREMENTS | Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Communication or Journalism. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only |
| DUTIES | Compile articles and take photos for Police Magazine (in-house magazine), Compile organisational information e-mail aimed at informing and educating the internal target audience. Compile speeches for management. Media Liaison. Event Management. Compiling of programmes for events. Do branding at events. Compile feedback reports as required by the organisation. |
| ENQUIRIES | Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845 |
| APPLICATIONS | Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300 |
| FOR ATTENTION | Col Thulo/ LT Col Heilbron |

| POST 46/93 | ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 7/2017 |
| Division: Provincial Legal Services (Free State) |
| SALARY | R4000 to R7000 per month (12 months Stipend) |
| CENTRE | Bloemfontein |
| REQUIREMENTS | Senior certificate (Grade12). Be in possession of a LLB degree with a vast knowledge of Labour Law and Civil proceedings. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only |
**DUTIES**: Perform both Labour and Civil Litigations. Be able to perform disciplinary processes, Arbitration and Labour court reviews. Civil court processes. Representation for Claims by the State and claims against the State

**ENQUIRIES**: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

**POST 46/94**: ADMINISTRATIVE INTERNS: GRADUATES (2 POSTS) REF NO: FS 8/2017
Division: Provincial Detective Services (Free State)

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management or related qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

**DUTIES**: Update leave registers and maintain a proper leave system. Process leave applications. Assist with the completion of the PEP documents. Maintain a filling system. File documents and correspondence. Assist with the completion of the Skills audit and all training related matters. Compile feedback reports as required by the organisation

**ENQUIRIES**: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

**POST 46/95**: ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 9/2017
Division: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Koffiefontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

**DUTIES**: Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

**POST 46/96**: ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 10/2017
Division: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bayswater

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

**DUTIES**: Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron
ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron

**POST 46/97**
- **ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 11/2017**
  - Division: Free State
  - **SALARY**
    - R4000 to R7000 per month (12 months Stipend)
  - **CENTRE**
    - Selosesha
  - **REQUIREMENTS**
    - Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
  - **DUTIES**

**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron

**POST 46/98**
- **ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 12/2017**
  - Division: Free State
  - **SALARY**
    - R4000 to R7000 per month (12 months Stipend)
  - **CENTRE**
    - Boithuso
  - **REQUIREMENTS**
    - Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
  - **DUTIES**

**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron
**POST 46/99** : ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 13/2017
Division: Free State

**SALARY** : R4000 to R7000 per month (12 months Stipend)
**CENTRE** : Smithfield
**REQUIREMENTS** : Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
**DUTIES** : Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions.
**ENQUIRIES** : Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
**APPLICATIONS** : Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION** : Col Thulo/ LT Col Heilbron

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**POST 46/100** : ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 14/2017
Division: Free State

**SALARY** : R4000 to R7000 per month (12 months Stipend)
**CENTRE** : Heilbron
**REQUIREMENTS** : Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
**DUTIES** : Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions.
**ENQUIRIES** : Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
**APPLICATIONS** : Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION** : Col Thulo/ LT Col Heilbron

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**POST 46/101** : ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 15/2017
Division: Free State

**SALARY** : R4000 to R7000 per month (12 months Stipend)
**CENTRE** : Trompsburg
**REQUIREMENTS** : Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
**DUTIES** : Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with
ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300
FOR ATTENTION: Col Thulo/ LT Col Heilbron

POST 46/102: ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 16/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Zamdela
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300
FOR ATTENTION: Col Thulo/ LT Col Heilbron

POST 46/103: ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 17/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Sasolburg
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300
FOR ATTENTION: Col Thulo/ LT Col Heilbron

POST 46/104: ADMINISTRATIVE INTERN: GRADUATE REF NO: FS 18/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Phuthaditjhaba HRD Centre
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 6 Diploma /Degree in Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Registration functions. Dispatch and receive documents to and from the sub-section. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**
Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

**POST 46/105**: ADMINISTRATIVE INTERN: STUDENT REF NO: FS 19/2017
Division: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Reitz

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Registration functions. Dispatch and receive documents to and from the sub-section. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**
Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

**POST 46/106**: ADMINISTRATIVE INTERN: STUDENT REF NO: FS 20/2017
Division: Free State

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Bultfontein

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Registration functions. Dispatch and receive documents to and from the sub-section. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**
Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**: Col Thulo/ LT Col Heilbron

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<table>
<thead>
<tr>
<th>POST 46/107</th>
<th>ADMINISTRATIVE INTERN: STUDENT REF NO: FS 21/2017</th>
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<tr>
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<td>Free State</td>
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<td>SALARY</td>
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<td>APPLICATIONS</td>
<td>Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo /LT Col Heilbron /PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300</td>
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<td>SALARY</td>
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ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

FOR ATTENTION: Col Thulo/ LT Col Heilbron

POST 46/110: ADMINISTRATIVE INTERN: STUDENT REF NO: FS 24/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Wesselsbron
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

FOR ATTENTION: Col Thulo/ LT Col Heilbron

POST 46/112: ADMINISTRATIVE INTERN: STUDENT REF NO: FS 26/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Maokeng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

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ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

FOR ATTENTION: Col Thulo/ LT Col Heilbron
African citizen . Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**
- Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron

**POST 46/113**
- ADMINISTRATIVE INTERN: STUDENT REF NO: FS 27/2017
  Division: Free State

**SALARY**
- R4000 to R7000 per month (12 months Stipend)

**CENTRE**
- Parys

**REQUIREMENTS**
- Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen . Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

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**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron

**POST 46/114**
- ADMINISTRATIVE INTERN: STUDENT REF NO: FS 28/2017
  Division: Free State

**SALARY**
- R4000 to R7000 per month (12 months Stipend)

**CENTRE**
- Allanridge

**REQUIREMENTS**
- Senior certificate (Grade12). Be in possession of a NQF level 5 Human Resource Management/ Public Administration/ Supply Chain Management / Finance or Accounting / Public Management. Must be between ages 18 – 35. Be a South African citizen . Must have no criminal record . Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

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- Registration functions. Dispatch and receive documents to and from the subsection. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. Compile skills audit. Assist with the completion of the PEP document and related function. SCM related functions. Finance and Administrative related Functions

**ENQUIRIES**
- Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845

**APPLICATIONS**
- Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

**FOR ATTENTION**
- Col Thulo/ LT Col Heilbron
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<td>ADMINISTRATIVE INTERNS: MATRICULANTS (2 POSTS) REF NO: FS 33/2017</td>
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<td>Col Thulo/ LT Col Heilbron</td>
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POST 46/121: ADMINISTRATIVE INTERN: MATRICULANT REF NO: FS 35/2017
Division: Free State

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Heilbron
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: All Registration and Admin related Functions. Dispatch and receive documents to and from the sub-section. Update leave registers and leave system. Process leave applications. Maintain a filling system. HRM related functions. SCM related functions. Finance and Administrative related Functions.

ENQUIRIES: Col Thulo / Lt Col Heilbron / PPO Fass / Intern Pheko (051) 4117840/7845
APPLICATIONS: Applications Posted: Private Bag X20501 Bloemfontein 9300; Hand Delivered: Col Thulo / LT Col Heilbron / PPO Fass TAB Building (3rd Floor) Corner Charles and East Burger Str Bloemfontein 9300

FOR ATTENTION: Col Thulo / LT Col Heilbron

POST 46/122: ADMINISTRATIVE INTERN REF NO: GP 1
Division: Organizational Development and Strategic Management

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a degree / National Diploma in Operations Management or Human Resource Management. Computer literacy with training in Microsoft Office (Outlook, Excel and Word). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: The maintaining of the Organizational Structure of the SAPS in the Province. The administration of the Theoretical Human Resource Requirement for police stations in the Province. The maintenance of the Provincial fixed personnel establishment in accordance with the Medium Term Expenditure Framework. The rendering of administrative support function to the section Establishment Management.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/123: ADMINISTRATIVE INTERN REF NO: GP 2
Division: Organizational Development and Strategic Management

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a degree / National Diploma in Management Services / Strategic Management. Computer literacy with training in Microsoft Office (Outlook, Excel and Word). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Facilitate Strategic Planning by translating the updated Strategic Priorities into an Annual Operational Plan. Facilitate the process of Strategic Monitoring and Evaluation in the province. Facilitate Risk Management in the Province.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509
POST 46/124

ADMINISTRATIVE INTERN REF NUMBER GP 3
Division: Organizational Development and Strategic Management

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Office of Provincial Commissioner: Gauteng

REQUIREMENTS
Senior certificate (Grade12). * Be in possession of a degree / National Diploma in Work Study Computer literacy with training in Microsoft Office (Outlook, Excel and Word). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

DUTIES
Receive and Process organisational requests according to the work study standards and the Organizational Development mandate. Compile work study/time study investigations within the prescribed time according to work study standards. Business Process Re-Engineering as well as the Compilation of information notes. General Administration of the sub-section.

ENQUIRIES
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

APPLICATIONS

POST 46/125

ADMINISTRATIVE INTERN (2 POSTS) REF NO: GP 4
Division: Legal Services

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Office of Provincial Commissioner: Gauteng

REQUIREMENTS
Senior certificate (Grade12). Be in possession of a recognized legal qualification on a degree level. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

DUTIES
Render a general legal support function to legal officials. Handle routine and advanced administrative duties relating to civil litigation and other matters. Registration of new matters and updating of files on the Loss Management System.

ENQUIRIES
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

APPLICATIONS

POST 46/126

ADMINISTRATIVE INTERN (2 POSTS) REF NO: GP 5
Division: Personnel Services

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Office of Provincial Commissioner: Gauteng

REQUIREMENTS
Senior certificate (Grade12). Be in possession of a Degree/National Diploma in HRM. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

DUTIES
Administration of Service Terminations, Administration of leave Administration of medical documentation.

ENQUIRIES
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

APPLICATIONS

POST 46/127

ADMINISTRATIVE INTERN REF NO: GP 6
Division: Personnel Services

SALARY
R4000 to R7000 per month (12 months Stipend)
CENTRE : Office of Provincial Commissioner: Gauteng

REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/National Diploma in HRM. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Administration of entry level and internal recruitment processes.

ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509


POST 46/128 : ADMINISTRATIVE INTERN REF NO: GP 7
Division: HRD

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTRE : Office of Provincial Commissioner: Gauteng

REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/National Diploma in HRM or HRD. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Administration of training processes and course files. Administrative duties pertaining to nominations and call up instructions to members for courses.

ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509


POST 46/129 : ADMINISTRATIVE INTERN REF NO: GP 8
Division: HRD

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTRE : Office of Provincial Commissioner: Gauteng

REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/National Diploma in Information Science. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Administration of skills audits. Administration of Skills Development projects. (Bursaries, Learner-ships and Internships).

ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509


POST 46/130 : ADMINISTRATIVE INTERN REF NO: GP 9
Division: HRD

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTRE : Office of Provincial Commissioner: Gauteng

REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Information Science. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.


POST 46/131: ADMINISTRATIVE INTERN REF NO: GP 10
Division: HRD

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Administrate duties at the Training Centre. Administration of training processes and course files

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/132: ADMINISTRATIVE INTERN REF NO: GP 12
Division: HRU

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Labour Relations. Must be computer literate on MS Word and Excel. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Administrate duties at Labour relation office. Administration of grievances
ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/133: ADMINISTRATIVE INTERN REF NO: GP 13
Division: HRU

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a N6 Certificate in HRM. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Administrate duties of Performance Management programme in the Province
ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/134: ADMINISTRATIVE INTERN REF NO: GP 14
Division: Financial Services

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Financial Management or Accounting. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Administrative functions in relation to Budget Management, Salaries and maintenance, Claims and Expenditure Management.

**ENQUIRIES**
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

**APPLICATIONS**

**POST 46/135**
ADMINISTRATIVE INTERN REF NO: GP 15
Division: Financial Services

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Office of Provincial Commissioner: Gauteng

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a N6 Certificate in Office Administration. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Receive and record incoming and internally post/correspondence documents. Dispatch and distribute post/correspondence documents. Update and maintain file /record registers and database. Diarize /records and maintain the brought forward system. Review and dispose outdated files/records.

**ENQUIRIES**
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

**APPLICATIONS**

**POST 46/136**
ADMINISTRATIVE INTERN REF NO: GP 16
Division: Loss Management

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTER**
Office of Provincial Commissioner: Gauteng

**REQUIREMENTS**
Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Administration to evaluate compliance with Loss management norms and standards and data integrity.

**ENQUIRIES**
Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

**APPLICATIONS**

**POST 46/137**
ADMINISTRATIVE INTERN REF NO: GP 17
Division: Loss Management

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Office of Provincial Commissioner: Gauteng

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Fleet Management. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Monitoring the certification of vehicles/fuel on PAS/Polfin Monitoring vehicle registers (SAPS 132 (b) registers. Monitoring the AVL system Monitoring vehicle licencing in the Province. Monitoring of the vehicle asset register.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509


POST 46/138: ADMINISTRATIVE INTERN REF NO: GP 18
Division: Loss Management
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Fleet Management. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Monitoring the certification of vehicles/fuel on PAS/Polfin Monitoring vehicle registers (SAPS 132 (b) registers. Monitoring the AVL system Monitoring vehicle licencing in the Province. Monitoring of the vehicle asset register.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/139: ADMINISTRATIVE INTERN (2 POSTS) REF NO: GP 19
Division: Detective Services
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Forensic Investigation or Criminology. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Administrative duties in the Provincial Detective component.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/140: ADMINISTRATIVE INTERN (2 POSTS) REF NO: GP 20
Division: Visible Policing
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Office of Provincial Commissioner: Gauteng
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Administrative duties in the Provincial Visible Policing component.

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509
POST 46/141 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: GP 21
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Edenvale
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a N6 certificate in Office Administration/ Management. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Administrative duties at the Police station. Office management functions at the Police station.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/142 : ADMINISTRATIVE INTERN REF NO: GP 22
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Duduza
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : General administrative duties at Police station level.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/143 : ADMINISTRATIVE INTERN REF NO: GP 23
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Kliprivier
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : General administrative duties at Police station level.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/144 : ADMINISTRATIVE INTERN REF NO: GP 24
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Magaliesburg
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

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<tr>
<th>POST 46/145</th>
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<td><strong>DUTIES</strong></td>
<td>General administrative duties at Police station level.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509</td>
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<td><strong>DUTIES</strong></td>
<td>General administrative duties at Police station level.</td>
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<td>Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509</td>
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<tbody>
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<td><strong>DUTIES</strong></td>
<td>General administrative duties at Police station level.</td>
</tr>
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<td><strong>ENQUIRIES</strong></td>
<td>Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509</td>
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POST 46/148 : ADMINISTRATIVE INTERN REF NO: GP 28
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Tarlton
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES : General administrative duties at Police station level.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/149 : ADMINISTRATIVE INTERN REF NO: GP 29
Division: Visible Policing

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Wedela
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in Policing. Must be computer literate on MS Word and Excel. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES : General administrative duties at Police station level.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509

POST 46/150 : TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP30
Division: Gauteng

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Alexandra
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES : Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits.
ENQUIRIES : Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/151 : TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP31
Division: Gauteng

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : SAPS Benoni
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in
an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

**ENQUIRIES**

Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

**APPLICATIONS**


**POST 46/152**

**TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP32**

Division: Gauteng

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

SAPS Hillbrow

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

**ENQUIRIES**

Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

**APPLICATIONS**


**POST 46/153**

**TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP33**

Division: Gauteng

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

SAPS Jhb Central

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

**ENQUIRIES**

Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

**APPLICATIONS**


**POST 46/154**

**TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP34**

Division: Gauteng

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

SAPS Honeydew

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to
members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/155: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP35
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Vereeniging
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/156: TRAINING COORDINATORS ASSISTANT INTERN REF NUMBER GP36
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Pta Central
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/157: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP37
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Krugersdorp
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits

ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.
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<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
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<td><strong>CENTRE</strong>: SAPS Springs</td>
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<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12), * Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<td><strong>DUTIES</strong>: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits</td>
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<td><strong>ENQUIRIES</strong>: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.</td>
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<tr>
<th>POST 46/159</th>
<th>TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP39</th>
</tr>
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<tbody>
<tr>
<td><strong>Division</strong>: Gauteng</td>
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<tr>
<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td><strong>CENTRE</strong>: SAPS Tembisa</td>
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<tr>
<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12), * Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<td><strong>DUTIES</strong>: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits</td>
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<tr>
<td><strong>ENQUIRIES</strong>: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.</td>
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<th>POST 46/160</th>
<th>TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP40</th>
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<td><strong>Division</strong>: Gauteng</td>
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<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
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<td><strong>CENTRE</strong>: SAPS Germiston</td>
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<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12), * Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<tr>
<td><strong>ENQUIRIES</strong>: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.</td>
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</tbody>
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POST 46/161: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP41
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Orlando
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits.

DUTIES: 
ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/162: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP42
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Moroka
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: 
ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/163: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP43
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Sunnyside
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: 
ENQUIRIES: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.

POST 46/164: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP44
Division: Gauteng

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: SAPS Mamelodi
**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits.

**ENQUIRIES**: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.


**POST 46/165**: TRAINING COORDINATORS ASSISTANT INTERN REF NO: GP45
Division: Gauteng

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: SAPS Ga-Rankuwa

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a Degree/ National Diploma in HRM or HRD. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Assist with the administration of development files of members in the cluster. Administrative duties pertaining to nominations and call up instructions to members. Assist with coordination of training related matters and training committees. Updating of data sets in relation with skills audits.

**ENQUIRIES**: Lt Col H Gerber / Capt H Mabitsela (011) 274 7508 / 7509.


**POST 46/166**: CAMERA OPERATOR INTERN REF NO: GR 1/11/17
Division: Provincial Communications

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Provincial office: KZN: Durban

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a Diploma/Degree in either Journalism, Public Relations or Communications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Research stories (Good Stories) about the Organization. Conduct interviews as well as record interviews. Be able to take photos (Quality photos) for the Provincial newsletter.

**ENQUIRIES**: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/167**: ADMINISTRATIVE INTERN (4 POSTS) REF NO: GR 2/11/17
Division: Provincial Human Resource Development (Sports Office)

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Provincial office: KZN: Durban

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma in Sports Science/ Sport Management or a Degree in Sport Science. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Co-Ordinate physical Fitness assessments. Co-ordinate and administrate sport activities. Manage the Gym facilities.

**ENQUIRIES**
Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**
Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/168**
ADMINISTRATIVE INTERN (4 POSTS) REF NO: GR 3/11/17
Division: Provincial Human Resource Utilization

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Provincial office: KZN: Durban

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

**ENQUIRIES**
Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**
Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/169**
ADMINISTRATIVE INTERN (6 POSTS) REF NO: GR 4/11/17
Division: Provincial Personnel Management

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Provincial office: KZN: Durban

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Rendering duties of administration nature which will include general administrative duties as well as specific administration duties. Administer and facilitate the daily activities and general administrative support functions within the components. Effectively and efficiently manage and utilize all resources allocated to immediately post environment in accordance with relevant directives and legislation.

**ENQUIRIES**
Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**
Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/170**
ADMINISTRATIVE INTERN (2 POSTS) REF NO: GR 6/11/17
Division: Provincial Personnel Management

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Durban Trial Unit: KZN

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Receive and register disciplinary enquiries to the Station Commander for further instruction. Compile and submit discipline returns/Attend to and take down minutes of meetings for Conduct Management Meetings. Type statements for Regulation 12 and forward to Discipline Management duties.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/171: QUALITY OF WORKLIFE INTERN (3 POSTS) REF NO: GR 7/11/17
Division: Provincial Employee Health and Wellness

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Bachelor's Degree in Social Work, valid registration with South African Council of Social Service Professions (SACSSP) and (paid up fees for the 2017/2018). Knowledge of welfare legislation and policies. Must be prepared to work in a multi-disciplinary team. Knowledge in HIV and AIDS and Disability Management will be advantageous. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Assist with continuous implementation of the HIV and AIDS Workplace programme in order to facilitate the reduction and prevention of new infections and promote a positive living, a well-balanced life style for the SAPS organization, employees and their immediate families. Ensure accessibility and availability of Wellness Testing Services (HCT) Assist in the development and management of the HIV and AIDS Business and Operational Plans for Provincial Office. Render group work and community services to the client system by means of restorative, promote work person and workplace interventions.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/172: ADMINISTRATIVE INTERN (2 POSTS) REF NO: GR 8/11/17
Division: Provincial Employee Health and Wellness

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Rendering duties of administration nature which will include general administrative duties as well as specific administration.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/173: SOUND TECHNICIAN INTERN REF NO: GR 9/11/17
Division: Provincial TMS

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban

85
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Sound Operator Technician. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Must be able to assemble, operate and maintain technical equipment. Record, amplify, enhance, mix or reproduce sound. Be able to operate three phase BA (Public Address) System.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/174: ADMINISTRATIVE INTERN (3 POSTS) REF NO: GR 10/11/17
Division: Provincial Organizational Development

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in Project Management and Risk Management / Strategic Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: The Coordinating, Facilitating and Monitoring of Project and Programme Management. The Analysis of the Provincial Risk Management Strategy. Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/175: ADMINISTRATIVE INTERN REF NO: GR 11/11/17
Division: Non-Statutory Force

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban

REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in Project Management and Risk Management / Strategic Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: The Coordinating, Facilitating and Monitoring of Project and Programme Management. The Analysis of the Provincial Risk Management Strategy. Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/176: ADMINISTRATIVE INTERN REF NO: GR 12/11/17
Division: Band

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Provincial office: KZN: Durban
**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Rendering duties of administration nature which will include general administrative duties as well as specific administration duties.

**ENQUIRIES**: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/177**: ADMINISTRATIVE INTERN REF NO: ST 1/11/17 Division: Kwa-Zulu Natal

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Mtunzini

**REQUIREMENTS**: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain. Management and Information Technology Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.

**ENQUIRIES**: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/178**: ADMINISTRATIVE INTERN REF NO: ST 2/11/17 Division: Kwa-Zulu Natal

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTER**: Mehlomnyama

**REQUIREMENTS**: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain. Management and Information Technology Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.

**ENQUIRIES**: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

**APPLICATIONS**: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

**POST 46/179**: ADMINISTRATIVE INTERN REF NO: ST 3/11/17 Division: Kwa-Zulu Natal

**SALARY**: R4000 to R7000 per month (12 months Stipend)
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<td>APPLICATIONS</td>
<td>Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.</td>
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<td>Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<td>APPLICATIONS</td>
<td>Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.</td>
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<td>POST 46/181</td>
<td>ADMINISTRATIVE INTERN REF NO: ST 5/11/17</td>
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<td>SALARY</td>
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<td>CENTRE</td>
<td>Kwa-Mashu</td>
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<td>REQUIREMENTS</td>
<td>Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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</table>
**POST 46/182**: ADMINISTRATIVE INTERN REF NO: ST 6/11/17  
Division: Kwa-Zulu Natal  
SALARY: R4000 to R7000 per month (12 months Stipend)  
CENTRE: Portshepstone HRDC  
REQUIREMENTS:  
- Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology.  
- Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised.  
- Applicants are restricted to apply for 3 positions only  
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.  
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.  
APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.  

**POST 46/183**: ADMINISTRATIVE INTERN REF NO: ST 7/11/17  
Division: Kwa-Zulu Natal  
SALARY: R4000 to R7000 per month (12 months Stipend)  
CENTRE: Ladysmith  
REQUIREMENTS:  
- Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology.  
- Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised.  
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ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.  
APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.  

**POST 46/184**: ADMINISTRATIVE INTERN REF NO: ST 8/11/17  
Division: Kwa-Zulu Natal  
SALARY: R4000 to R7000 per month (12 months Stipend)  
CENTRE: Pinetown  
REQUIREMENTS:  
- Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology.  
- Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised.  
- Applicants are restricted to apply for 3 positions only  
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.  
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS : Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road; Room 619 Durban.

POST 46/185 : ADMINISTRATIVE INTERN REF NO: ST 9/11/17
Division: Kwa-Zulu Natal

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Jozini
REQUIREMENTS : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES : Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS : Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road; Room 619 Durban.

POST 46/186 : ADMINISTRATIVE INTERN REF NO: ST 10/11/17
Division: Kwa-Zulu Natal

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Berea
REQUIREMENTS : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES : Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS : Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road; Room 619 Durban.

POST 46/187 : ADMINISTRATIVE INTERN REF NO: M1/11/17
Division: Kwa-Zulu Natal

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Portshepstone HRDC
REQUIREMENTS : Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES : Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
<table>
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<tr>
<th>POST 46/188</th>
<th>ADMINISTRATIVE INTERN REF NO: M2/11/17</th>
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<tbody>
<tr>
<td>Division: Kwa-Zulu Natal</td>
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<td>SALARY: R4000 to R7000 per month (12 months Stipend)</td>
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<td>CENTRE: Mpungamhlophe</td>
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<td>REQUIREMENTS: Senior certificate (Grade12), Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<tr>
<th>POST 46/189</th>
<th>ADMINISTRATIVE INTERN REF NO: M3/11/17</th>
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<tr>
<td>Division: Kwa-Zulu Natal</td>
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<td>SALARY: R4000 to R7000 per month (12 months Stipend)</td>
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<td>CENTRE: Melmoth</td>
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<td>REQUIREMENTS: Senior certificate (Grade12), Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<th>POST 46/190</th>
<th>ADMINISTRATIVE INTERN REF NO: M4/11/17</th>
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<tr>
<td>Division: Kwa-Zulu Natal</td>
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<td>SALARY: R4000 to R7000 per month (12 months Stipend)</td>
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<td>CENTRE: Maphumulo</td>
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<td>REQUIREMENTS: Senior certificate (Grade12), Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only</td>
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<th>POST 46/191</th>
<th>ADMINISTRATIVE INTERN REF NO: M5/11/17</th>
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<td>SALARY: R4000 to R7000 per month (12 months Stipend)</td>
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</table>
CENTRE: Inchanga
REQUIREMENTS: Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/192: ADMINISTRATIVE INTERN REF NUMBER M6/11/17
Division: Kwa-Zulu Natal
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Eshowe HRD
REQUIREMENTS: Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/193: ADMINISTRATIVE INTERN REF NO: M7/11/17
Division: Kwa-Zulu Natal
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Franklin
REQUIREMENTS: Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.
APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/194: ADMINISTRATIVE INTERN REF NO: M8/11/17
Division: Kwa-Zulu Natal
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Franklin
REQUIREMENTS: Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.
ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/195: ADMINISTRATIVE INTERN REF NO: M9/11/17
Division: Kwa-Zulu Natal

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Harding
REQUIREMENTS: Senior certificate (Grade12). Or NQF Level 4 qualifications. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/196: ADMINISTRATIVE INTERN REF NO: M10/11/17
Division: Kwa-Zulu Natal

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Himeville
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Rendering duties of administrative nature will include general administration duties as well as specific administration duties.

ENQUIRIES: Lt Col Mabhida Contact no. 031-325 6163. Capt SN Zondo, Contact no: 031-325 4808.

APPLICATIONS: Applications Posted: Captain Zondo S.N PO BOX 1965 Durban 4000; Hand Delivered: Provincial Head Office, Servamus Building; 15 Bram Fischer Road: Room 619 Durban.

POST 46/197: ADMINISTRATIVE INTERN (20 POSTS) REF NO: NCGI 1/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Kimberley
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110.

POST 46/198 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: NCGI 2/10/2017
Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : De Aar
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/199 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: NCGI 3/10/2017
Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Springbok
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/200 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: NCGI 4/10/2017
Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Upington
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/201 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: NCGI 5/10/2017
Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Kuruman
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a National Diploma/Degree in office administration/ Public Administration/ Public Relations/ Human Resource Management. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/202: ADMINISTRATIVE INTERN REF NO: NCSI 6/10/2017

Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Upington

REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain .Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/203: ADMINISTRATIVE INTERN REF NO: NCSI 7/10/2017

Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: De Aar

REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain .Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/204: ADMINISTRATIVE INTERN REF NO: NCSI 8/10/2017

Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Kuruman
REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain, Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/205: ADMINISTRATIVE INTERN REF NO: NCSI 9/10/2017
Division: Northern Cape
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Springbok
REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain, Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/206: ADMINISTRATIVE INTERN REF NO: NCSI 10/10/2017
Division: Northern Cape
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Kimberley
REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain, Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110
POST 46/207 : **ADMINISTRATIVE INTERN REF NO: NCSI 11/10/2017**
Division: Northern Cape

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Mothibistad

**REQUIREMENTS** : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain .Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

**ENQUIRIES** : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/208 : **ADMINISTRATIVE INTERN REF NO: NCSI 12/10/2017**
Division: Northern Cape

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Kakamas

**REQUIREMENTS** : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain .Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

**ENQUIRIES** : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/209 : **ADMINISTRATIVE INTERN REF NO: NCSI 13/10/2017**
Division: Northern Cape

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Olfantshoek

**REQUIREMENTS** : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain .Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES** : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.

**ENQUIRIES** : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/210 : ADMINISTRATIVE INTERN REF NO: NCSI 14/10/2017 Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Griekwastad
REQUIREMENTS : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/211 : ADMINISTRATIVE INTERN REF NO: NCSI 15/10/2017 Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Roodepan
REQUIREMENTS : Senior certificate (Grade12). Need practical experience in order to finalize qualification must have referral letter from the institution of Higher learning/TVET. The qualifications must be related to Human Resources Management, Office administration, Public Administration, Public Relations, Communication, Supply Chain Management and Information Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Will be dealing with all relevant matters relating to this specific Section / Unit and or Station which directly link to the specific field of study and or qualification.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/212 : ADMINISTRATIVE INTERN REF NO: NCSI 16/10/2017 Division: Northern Cape

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Kimberley
REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Will be dealing with all relevant matters relating to the placement.
ENQUIRIES : Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/213: ADMINISTRATIVE INTERN REF NO: NCMI 17/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Hartswater

REQUIREMENTS: Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Will be dealing with all relevant matters relating to the placement.

ENQUIRIES: Colonel Markgraaff / Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/214: ADMINISTRATIVE INTERN REF NO: NCMI 18/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Batlhars

REQUIREMENTS: Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Will be dealing with all relevant matters relating to the placement.

ENQUIRIES: Colonel Markgraaff / Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/215: ADMINISTRATIVE INTERN REF NO: NCMI 19/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Upington

REQUIREMENTS: Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Will be dealing with all relevant matters relating to the placement.

ENQUIRIES: Colonel Markgraaff / Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110


POST 46/216: ADMINISTRATIVE INTERN REF NO: NCMI 20/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Keimoes

REQUIREMENTS: Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never...
participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Will be dealing with all relevant matters relating to the placement

**ENQUIRIES**
Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

**APPLICATIONS**

**POST 46/217**
ADMINISTRATIVE INTERN REF NO: NCMI 21/10/2017
Division: Northern Cape

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Bothitong

**REQUIREMENTS**
Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Will be dealing with all relevant matters relating to the placement

**ENQUIRIES**
Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

**APPLICATIONS**

**POST 46/218**
ADMINISTRATIVE INTERN REF NO: NCMI 22/10/2017
Division: Northern Cape

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Delportshoop

**REQUIREMENTS**
Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Will be dealing with all relevant matters relating to the placement

**ENQUIRIES**
Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

**APPLICATIONS**

**POST 46/219**
ADMINISTRATIVE INTERN REF NO: NCMI 23/10/2017
Division: Northern Cape

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Kagisho

**REQUIREMENTS**
Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Will be dealing with all relevant matters relating to the placement

**ENQUIRIES**
Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

**APPLICATIONS**
POST 46/20

ADMINISTRATIVE INTERN REF NO: NCMI 24/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: De Aar
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Will be dealing with all relevant matters relating to the placement.
ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/21

ADMINISTRATIVE INTERN REF NO: NCMI 25/10/2017
Division: Northern Cape

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Springbok
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Will be dealing with all relevant matters relating to the placement.
ENQUIRIES: Colonel Markgraaff/ Capt Van Wyk / Sergeant Selatolo at 053 - 807 0123/ 0103/ 0110

POST 46/22

ADMINISTRATIVE INTERN REF NO: HRD 01/11/2017
Division: Provincial Head: Legal Services (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Crime Operations Support
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Render administrative support service with regard to the management to legal service litigation. Implementation of Civil Claims/Litigation assessment tool (Re-active measures). Manage and control filing system. Administer and control Financial, Human and Logistical Resource allocated to the legal service: Litigation.
ENQUIRIES: Lt Col Dc Cronje 018-299 7786
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/23

ADMINISTRATIVE INTERN REF NO: HRD 02/11/2017
Division: Provincial Head: Legal Services (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Crime Operations Support
REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree legal related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Render administrative support service with regard to the management to legal service litigation. Implementation of Civil Claims/Litigation assessment tool (Re-active measures). Manage and control filing system. Administer and control Financial, Human and Logistical Resource allocated to the legal service: Litigation.
ENQUIRIES: Lt Col Dc Cronje 018-299 7786
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom
of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

Administrative duties with regard to the effective handling of crime operations matters. Administrative duties in relation to state defence applications. Administrative duties with regard to the effective handling of litigation matters.

**ENQUIRIES**

Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**

Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/224**

**ADMINISTRATIVE INTERN REF NO: HRD 03/11/2017**

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

Investigation Support

**REQUIREMENTS**

Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree legal related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be employed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

Render administrative support service with regard to the management to legal service litigation. Implementation of Civil Claims/Litigation assessment tool (Re-active measures). Manage and control filing system. Administer and control Financial, Human and Logistical Resource allocated to the legal service: Litigation.

**ENQUIRIES**

Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**

Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/225**

**ADMINISTRATIVE INTERN REF NO: HRD 04/11/2017**

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

Labour Dispute

**REQUIREMENTS**

Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree legal related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be employed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

Administration duties with regard to the effective handling of labour litigation matters. Administration duties in relation to eviction, general and discipline matters/files referred for legal opinion. Render administration duties to the Provincial Head Legal Services.

**ENQUIRIES**

Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**

Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/226**

**ADMINISTRATIVE INTERN REF NO: HRD 05/11/2017**

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

Employee Health and Wellness

**REQUIREMENTS**

Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be employed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

Assist with the implementation of SAPS Disability and HIV/AIDS Workplace programs in the Province. Manage Provincial Disability and HIV/Aids
Management’s budget. Participate in policy project and liaison programs. Advice management on trends and patterns pertaining to disability, HIV/Aids and Wellness related matters impacting on the functioning of members in the province. Manage integrated Employee Health and Wellness programs and projects. Report on Quality of Work Life programs. Conduct and advice senior management and line commanders on QWL related matters.

ENQUIRIES: Lt Col Dc Cronje 018-299 7786
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/227: ADMINISTRATIVE INTERN REF NO: HRD 06/11/2017
Division: Provincial Head: Personnel Management (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Social Work Services
REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related- qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only
DUTIES: Render the advance and complex Police Social Work Services work-focus Assessments. Render comprehensive occupational social work to the client system by means of Social Work Service’ capacity building programmes (pro-motive-, work-person- and workplace interventions). Render comprehensive occupational social work services to the client system by means of Restorative Interventions. Render comprehensive occupational social work services to the client system by means of application of Social Work Community Model. Implement the multi-disciplinary approach interventions within the Employee Health and Wellness environment. Execute standard social work administrative practices.

ENQUIRIES: Lt Col Dc Cronje 018-299 7786
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/228: ADMINISTRATIVE INTERN (3 POSTS)
Division: Financial Services, Auxiliary Services and Salary Admin (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Brits REF NO: HRD 07/11/2017
Potchefstroom REF NO: HRD 08/11/2017
Taung REF NO: HRD 09/11/2017

REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related- qualification. Must be between ages 18 – 35* Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only

ENQUIRIES: Lt Col Dc Cronje 018-299 7786
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/229: ADMINISTRATIVE INTERN (2 POSTS)
Division: Financial Services, Financial Accounting and Cash Flow (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Potchefstroom REF NO: HRD 10/11/2017
Rustenburg REF NO: HRD 11/11/2017

**REQUIREMENTS**: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: To administer bookkeeping aspects in the Province. To process the payment. Administer and control electronical outstanding debts. To administer correspondence. To ensure that all the inventory were taken care of within the component. Compiling of cost statement for injuries sustained.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/230**: ADMINISTRATIVE INTERN REF NO: HRD 12/11/2017

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Potchefstroom

**REQUIREMENTS**: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: To assist with regard to manage and control the budget and monitor standards, policies and directives in the Province. To assist with the allocation of funds within the responsibility of the Province. To perform inspections and evaluations. To perform administrative duties within the field.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/231**: ADMINISTRATIVE INTERN (2 POSTS)

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Potchefstroom

**REQUIREMENTS**: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Render administrative duties pertaining to Personnel Services related functions. Render administrative duties pertaining to Human Resource Utilisation and related functions.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

**POST 46/232**: ADMINISTRATIVE INTERN REF NO: HRD 15/11/2017

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Potchefstroom

**REQUIREMENTS**: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an...
internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Assist with personnel administration and files. Assist with Human Resource Development administration and files. Type reports and returns and assist with work related administration.

ENQUIRIES : Lt Col Dc Cronje 018-299 7786
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/233 : ADMINISTRATIVE INTERN (4 POSTS)
Division: Human Resource Management, Human Resource Utilization (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Potchefstroom Ref Number HRD 16/11/2017
           Rustenburg Ref Number HRD 17/11/2017
           Zeerust Ref Number HRD 18/11/2017
           Mooinooi Ref Number HRD 19/11/2017

REQUIREMENTS : Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Assist with personnel administration and files. Assist with Human Resource Development administration and files. Type reports and returns and assist with work related administration.

ENQUIRIES : Lt Col Dc Cronje 018-299 7786
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/234 : ADMINISTRATIVE INTERN REF NO: HRD 20/11/2017
Division: Human Resource Management, Personnel Management (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Potchefstroom

REQUIREMENTS : Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only


ENQUIRIES : Lt Col Dc Cronje 018-299 7786
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/235 : ADMINISTRATIVE INTERN (3 POSTS)
Division: Supply Chain Management; MGP and Vehicle Fleet Management (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Rustenburg x2 Ref Number HRD 21/11/2017
          Ref Number HRD 22/11/2017
          Klerksdorp Ref Number HRD 23/11/2017

REQUIREMENTS : Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related-qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

ENQUIRIES: Lt Col Dc Cronje 018-299 7786

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/236: ADMINISTRATIVE INTERN REF NO: HRD 24/11/2017
Division: Supply Chain Management; Immovable Asset Management (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Rustenburg

REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only


ENQUIRIES: Lt Col Dc Cronje 018-299 7786

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/237: ADMINISTRATIVE INTERN REF NO: HRD 25/11/2017
Division: Provincial Head: OD & SM (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Rustenburg

REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only


ENQUIRIES: Lt Col Dc Cronje 018-299 7786

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/238: ADMINISTRATIVE INTERN (2 POSTS)
Division: Provincial Head: OD & SM (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)

CENTRE: Risk Management Ref Number HRD 26/11/2017
Ref Number HRD 27/11/2017

REQUIREMENTS: Senior certificate (Grade12). Be in a position of a NQF 6 Diploma/Degree related qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only


ENQUIRIES: Lt Col Dc Cronje 018-299 7786
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<thead>
<tr>
<th>Applications</th>
<th>Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom</th>
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| Post 46/239 | **Administrative Intern (2 Posts)**  
Division: Supply Chain Management; MGP and Vehicle Fleet Management (North West) |
| Salary | R4000 to R7000 per month (12 months Stipend) |
| Centre | Brits Ref Number HRD 28/11/2017  
Zeerust Ref Number HRD 29/11/2017 |
| Requirements | Senior certificate (Grade12).  
* Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| Enquiries | Lt Col Dc Cronje 018-299 7786 |
| Applications | Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom |

| Post 46/240 | **Administrative Intern REF NUMBER HRD 30/11/2017**  
Division: Provincial Head: FCS (North West) |
| Salary | R4000 to R7000 per month (12 months Stipend) |
| Centre | Rustenburg |
| Requirements | Senior certificate (Grade12).  
* Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| Duties | Compile and administer proper case docket management to ensure efficient and effective detective service centre at FCS. Gather comprehensive and complete evidence at the crime scene. Support and interview complainant’s victims and witnesses. Deals with the administration related matters. |
| Enquiries | Lt Col Dc Cronje 018-299 7786 |
| Applications | Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom |

| Post 46/241 | **Administrative Intern REF NUMBER HRD 31/11/2017**  
Division: Supply Chain Management; Immovable Asset Management (North West) |
| Salary | R4000 to R7000 per month (12 months Stipend) |
| Centre | Rustenburg |
| Requirements | Senior certificate (Grade12).  
* Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. |
| Duties | Administration of immovable facilities. Administration of construction projects. Administration of provision admin system. Administration of lease building and state property. |
| Enquiries | Lt Col Dc Cronje 018-299 7786 |
APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/242: ADMINISTRATIVE INTERN (2 POSTS)
Division: Loss Management (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Mahikeng Ref Number HRD 32/11/2017
Zeerust Ref Number HRD 33/11/2017

REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only


ENQUIRIES: Lt Col Dc Cronje 018-299 7786.

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/243: ADMINISTRATIVE INTERN REF NO: HRD 34/11/2017
Division: Deputy Provincial Commissioner: DPC (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Crime Detection

REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Compile and administer proper case docket management to ensure efficient and effective detective service centre at FCS. Gather comprehensive and complete evidence at the crime scene. Support and interview complainants’ victims and witnesses. Deals with the administration related matters.

ENQUIRIES: Lt Col Dc Cronje 018-299 7786.

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/244: ADMINISTRATIVE INTERN REF NO: HRD 35/11/2017
Division: Provincial Head: Human Resource Development (North West)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Skills Development Facilitation

REQUIREMENTS: Senior certificate (Grade12). Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Receive data of intern files and ensure monthly updates. Receive bursary application and open files of individual applications. Compile monthly and Quarterly reports on the performance of interns. Assist with the coordination of Station SDF Officials for the presentation of courses.

ENQUIRIES: Lt Col Dc Cronje 018-299 7786.

APPLICATIONS: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom
<table>
<thead>
<tr>
<th>POST 46/245</th>
<th>ADMINISTRATIVE INTERN REF NO: HRD 36/11/2017</th>
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<tbody>
<tr>
<td>Division: Provincial Head: Human Resource Development (North West)</td>
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<tr>
<td>SALARY : R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td>CENTRE : Workplace &amp; Recreational Development: Reservist Development Coordination</td>
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<tr>
<td>REQUIREMENTS : Senior certificate (Grade12). Need practical experience in order to finalize qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td>DUTIES : Receive nominations for reservist training and update the list of needs. Obtain quotations from training academies for accommodation and meals to present courses. Communicate with training academies for bookings and Financial Authorities. Inform Reservists of the dates and venues of their specific training courses. Verify their results with the electronic TAS system.</td>
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<td>ENQUIRIES : Lt Col Dc Cronje 018-299 7786.</td>
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<td>APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom</td>
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<tr>
<th>POST 46/246</th>
<th>ADMINISTRATIVE INTERN REF NO: HRD 37/11/2017</th>
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<tr>
<td>Division: Provincial Head: Visible Policing (North West)</td>
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<tr>
<td>SALARY : R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td>CENTRE : Emergency Response Services</td>
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<tr>
<td>REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td>DUTIES : Render administration support functions to specialized uniform support section. Render administrative support for the police emergency component</td>
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<td>ENQUIRIES : Lt Col Dc Cronje 018-299 7786.</td>
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<tr>
<td>APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom</td>
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<th>POST 46/247</th>
<th>ADMINISTRATIVE INTERN REF NO: HRD 38/11/2017</th>
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<tr>
<td>Division: Provincial Head: Visible Policing (North West)</td>
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<tr>
<td>SALARY : R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td>CENTRE : Proactive Policing Services</td>
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<tr>
<td>REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td>DUTIES : Render administration support functions to specialized uniform support section. Render administrative support for the police emergency component</td>
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<td>ENQUIRIES : Lt Col Dc Cronje 018-299 7786.</td>
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<td>APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom</td>
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<th>POST 46/248</th>
<th>ADMINISTRATIVE INTERN REF NO: HRD 39/11/2017</th>
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<tr>
<td>Division: Provincial Head: Detective Service (North West)</td>
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<tr>
<td>SALARY : R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td>CENTRE : Organised Crime Investigation: Project Investigations</td>
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<tr>
<td>REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td>DUTIES : Receive nominations for reservist training and update the list of needs. Obtain quotations from training academies for accommodation and meals to present courses. Communicate with training academies for bookings and Financial Authorities. Inform Reservists of the dates and venues of their specific training courses. Verify their results with the electronic TAS system.</td>
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<td>ENQUIRIES : Lt Col Dc Cronje 018-299 7786.</td>
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<td>APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom</td>
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participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI. Gather comprehensive and complete evidence at the crime scene. Support and interview complainant’s victims and witnesses. Deals with the administration related matters. Assist with projects.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786.

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom.

**POST 46/249**: ADMINISTRATIVE INTERN REF NO: HRD 40/11/2017
Division: Provincial Head: Detective Service (North West)

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Stock Theft & Endangered Species

**REQUIREMENTS** : Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI. Gather comprehensive and complete evidence at the crime scene. Support and interview complainant’s victims and witnesses. Deals with the administration related matters. Assist with projects.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786.

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom.

**POST 46/250**: ADMINISTRATIVE INTERN REF NO: HRD 41/11/2017
Division: Provincial Head: Supply Chain Management (North West)

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Management Information and Strategic Planning

**REQUIREMENTS** : Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: The providing of support during preparation of reports and presentation. Gathering and capturing information to comply reports for the Provincial Head.

**ENQUIRIES**: Lt Col Dc Cronje 018-299 7786.

**APPLICATIONS**: Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom.

**POST 46/251**: ADMINISTRATIVE INTERN (2 POSTS)
Division: Detective Service: Administration Services (North West)

**SALARY** : R4000 to R7000 per month (12 months Stipend)

**CENTRE** : Lehurutshe Ref Number HRD 42/11/2017
Wolmaransstad Ref Number HRD 43/11/2017

**REQUIREMENTS** : Senior certificate (Grade 12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Compile and administer proper case docket management to ensure efficient and effective detective service centre at OCI. Gather comprehensive and complete evidence at the crime scene.
evidence at the crime scene. Support and interview complainant’s victims and witnesses. Deals with the administration related matters. Assist with projects

ENQUIRIES : Lt Col Dc Cronje 018-299 7786.
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/252 : ADMINISTRATIVE INTERN REF NO: HRD 44/11/2017
Division: Provincial Head: Human Resource Development (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Support and LM Development Coordination Lehurutshe
REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Assist with personnel administration and files. Assist with supply chain management administration and files. Assist with financial management administration and files. Type reports and returns and assist with work related administration.

ENQUIRIES : Lt Col Dc Cronje 018-299 7786.
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/253 : ADMINISTRATIVE INTERN REF NO: HRD 45/11/2017
Division: Provincial Head: Human Resource Development (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Quality & Assurance Management: Monitoring & Evaluation Coordination
REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Visit courses with the supervisor and compile M&E reports. Assist with improvement of courses and identify critical needs. Type reports and returns and assist with general administration.

ENQUIRIES : Lt Col Dc Cronje 018-299 7786.
APPLICATIONS : Applications Posted: Attention: Lt Col Dc Cronje PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom 2531; Hand Delivered: PC HRD Room 14, 1st Floor Wilmur Building 95 Walter Sisulu Street Potchefstroom

POST 46/254 : SUPPLY CHAIN MANAGEMENT INTERN (2 POSTS) REF NO: MP/INT/SCM
Division: Provincial Head: Human Resource Development (North West)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Supply Chain Management
REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicant must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Perform administrative duties related to Supply Chain Management

ENQUIRIES : Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga
POST 46/255 : WORKSTUDY INTERN (3 POSTS) REF NO: MP/INT/OD (3)  
**Division:** Provincial Nelspruit  
**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTRE** : Organisational Development and Strategic Management  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) be in possession of a Diploma/Degree in Management Services, Work Study, Organisational Development, Industrial Engineering, Operational Management, GIS Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only  
**DUTIES** : Provide assistance in developing and maintaining efficient functional, organisational and post structures based on the principle of structure follows strategy. Provide assistance in the development and maintenance of organisational, functional & post. Structures for police stations, and an application to calculate the theoretical human resources requirements (THRR) for police stations Provide assistance in the maintenance of the Fixed Establishment database for SAPS according to approved work study investigations recommendations. Compile management report for identified dysfunctions on procedures or methods according to the prescribed format with the use of current resources of the Section. Conduct Work Study investigations on request for opening, closing, upgrading/down grading of Police stations, units and components  
**ENQUIRIES** : Sharitha Naidoo – Lt Col Tel: 013-7624413  
**APPLICATIONS** : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/256 : FINANCE AND ADMINISTRATION INTERN REF NO: MP/INT/FIN (1)  
**Division:** Provincial Nelspruit  
**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTRE** : Financial Management  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) or equivalent qualification Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only  
**DUTIES** : Handle administration tasks regarding Finance  
**ENQUIRIES** : Sharitha Naidoo – Lt Col Tel: 013-7624413  
**APPLICATIONS** : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/257 : GRAPHIC DESIGNER INTERN REF NO: MP/INT/COMM (1)  
**Division:** Provincial Nelspruit  
**SALARY** : R4000 to R7000 per month (12 months Stipend)  
**CENTRE** : Corporate Communication  
**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) or equivalent qualification Graduate with a Diploma/Degree in Graphic Designing. Be prepared to work long hours. Be prepared to work under pressure Preferably a female .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only  
**DUTIES** : Provide graphic design support and monitor graphic design standards within the SAPS. Using of equipment and program(s) used by graphic designers such as Photoshop and Adobe Illustrator  
**ENQUIRIES** : Sharitha Naidoo – Lt Col Tel: 013-7624413
POST 46/258: CAMERA OPERATOR INTERN REF NO: MP/INT/COMM (2)
Division: Provincial Nelspruit

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Corporate Communication
REQUIREMENTS: Graduate with a Diploma/Degree in Media Studies, Multimedia or Public Relations. Previous experience as a camera operator will be an added advantage. Be prepared to work long hours. Be prepared to travel a lot. Preferably a male. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Market POL TV and When Duty Calls to improve the image of the SAPS. Operating of equipment and programs to edit visuals captured. Maintenance of equipment correctly according to prescribed prescripts.

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIIONS:
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/259: JOURNALIST INTERN REF NO: MP/INT/COMM (3)
Division: Provincial Office Nelspruit

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Corporate Communication
REQUIREMENTS: Graduate with a Diploma/Degree in Journalism. Computer literate. Be prepared to travel a lot. Be prepared to work long hours. Be prepared to work under pressure. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Attend internal events to cover activities, newsworthy stories for compilation of articles according to standards within the SAPS. Editing and writing of articles. Photographing of events.

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS:
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/260: MARKETING INTERN REF NO: MP/INT/COMM (4)
Division: Provincial Office Nelspruit

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Corporate Communication
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12) or Student currently studying within the Marketing field. Be prepared to work long hours. Be prepared to travel a lot. Preferably a male. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Market the organization using marketing tools and to ensure the availability of such tools. Ensure that all marketing initiatives taken are to promote the image of the SAPS through branding and exhibitions.

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS:
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga
POST 46/261 : PARTNERSHIP POLICING INTERN REF NO: MP/INT/CP (1)
Division: Provincial Office Nelspruit

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Crime Prevention
REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12) or Student Have no previous criminal/departmental convictions or any criminal cases pendingMust have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Perform administrative duties relating to Youth Crime Prevention Programmes Perform administrative duties relating to Gender Violence Programmes Perform clerical duties relating to crime prevention development programmes Handle administrative duties relating to alcohol, drugs and firearm programmes
ENQUIRIES : Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/262 : SOCIAL CRIME PREVENTION INTERN REF NO: MP/INT/CP (2)
Division: Provincial Office Nelspruit

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Crime Prevention
REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12) or Student Have no previous criminal/departmental convictions or any criminal cases pendingMust have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Perform administrative duties relating to Youth Crime Prevention Programmes Perform administrative duties relating to Gender Violence Programmes Perform clerical duties relating to crime prevention development programmes Handle administrative duties relating to alcohol, drugs and firearm programmes
ENQUIRIES : Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/263 : FLASH: SECOND HAND GOODS INTERN REF NO: MP/INT/CP (3)
Division: Provincial Office Nelspruit

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Crime Prevention
REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12) or Student Have no previous criminal/departmental convictions or any criminal cases pendingMust have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Perform administrative duties relating to Youth Crime Prevention Programmes Perform administrative duties relating to Gender Violence Programmes Perform clerical duties relating to crime prevention development programmes Handle administrative duties relating to alcohol, drugs and firearm programmes
ENQUIRIES : Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS : Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/264 : ADMINISTRATION INTERN (2 POSTS) REF NO: MP/INT/SECUNDA (2)
Division: SAPS Secunda

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : General Administration
REQUIREMENTS : Be in possession of a Senior Certificate (Grade 12). Must have no criminal record. Applicants must be unemployed and never participated in an internship
DUTIES
Administer general administrative related matters. Make copies, fax, file and type of relevant letters.

ENQUIRIES
Sharitha Naidoo – Lt Col Tel: 013-7624413

APPLICATIONS
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/265
SUPPLY CHAIN MANAGEMENT INTERN REF NO: MP/INT/SEC/ACQ (1)
Division: SAPS Secunda

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Acquisition Section

REQUIREMENTS
Be in possession of a Senior Certificate (Grade 12) or still in the process of studying towards a qualification in Supply Chain Management qualifications or relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES
Perform administrative duties relating to the Acquisition Section

ENQUIRIES
Sharitha Naidoo – Lt Col Tel: 013-7624413

APPLICATIONS
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/266
SUPPLY CHAIN MANAGEMENT INTERN) REF NO: MP/INT/SEC/VEH (1)
Division: SAPS Secunda

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Vehicle Fleet Management

REQUIREMENTS
Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES
Perform administrative duties relating to Vehicle Fleet Management

ENQUIRIES
Sharitha Naidoo – Lt Col Tel: 013-7624413

APPLICATIONS
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/267
SUPPLY CHAIN MANAGEMENT INTERN) REF NO: MP/INT/WIT/SCM (1)
Division: SAPS Witbank

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTRE
Supply Chain Management

REQUIREMENTS
Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES
Administer administration duties related to Supply Chain Management

ENQUIRIES
Sharitha Naidoo – Lt Col Tel: 013-7624413

APPLICATIONS
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/268
SUPPLY CHAIN MANAGEMENT INTERN) REF NO: MP/INT/WIT/SCM (2)
Division: SAPS Witbank

SALARY
R4000 to R7000 per month (12 months Stipend)
CENTRE: Loss Management
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12) of NQF Level 4; NQF Level 6 e.g. Supply Chain Management qualifications or relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Handle administrative duties relating to loss management
ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/269: FINANCE AND ADMINISTRATION INTERN REF NO: MP/INT/FIN (3)
Division: SAPS Witbank
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Financial Management
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Handle administration tasks regarding Finance
ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/270: HRM TRAINING INTERN REF NO: MP/INT/TRN (4)
Division: SAPS Witbank
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Training and Development
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Handle administration of training of personnel within the station
ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/271: FINANCE AND ADMINISTRATION INTERN REF NO: MP/INT/PIEN (1)
Division: SAPS Pienaar
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Training and Development
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Handle administration tasks regarding Finance
ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga
<table>
<thead>
<tr>
<th>POST 46/272</th>
<th>COMMUNICATION INTERN REF NO: MP/INT/PIEN (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Communication Section</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Be in possession of a Senior Certificate (Grade 12). Be in possession of a Diploma/Degree in Public Relations. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Media spokesperson for the Station Internal communication such as corporate image of the SAPS External communication such as branding, marketing, exhibitions and general promoting of the SAPS</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Sharitha Naidoo – Lt Col Tel: 013-7624413</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga</td>
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</tbody>
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<table>
<thead>
<tr>
<th>POST 46/273</th>
<th>MIC INTERN REF NO: MP/INT/PIEN (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Management Information Centre</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Be in possession of a Senior Certificate (Grade 12). Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist in the presentation and compilation of reports in consultation with the MIC official. Perform administrative duties relating to MIC</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Sharitha Naidoo – Lt Col Tel: 013-7624413</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga</td>
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<tr>
<th>POST 46/274</th>
<th>ADMINISTRATIVE INTERN REF NO: MP/INT/PIEN (4)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Visible Policing</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Be in possession of a Senior Certificate (Grade 12). Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform general administrative duties. Assist in administration of databases of information and reports in the Province</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Sharitha Naidoo – Lt Col Tel: 013-7624413</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga</td>
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<tr>
<th>POST 46/275</th>
<th>FINANCE AND ADMINISTRATION INTERN REF NO: MP/INT/EMB (1)</th>
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<tr>
<td>SALARY</td>
<td>R4000 to R7000 per month (12 months Stipend)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Financial Management</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Accounting, Financial Management, Public Finance or Public Management will be an added advantage. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Handle administration tasks regarding Finance</td>
</tr>
</tbody>
</table>
ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413

APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/276: SUPPLY CHAIN MANAGEMENT INTERN REF NO: MP/INT/EMB (2)
Division: SAPS Embalenhle

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Supply Chain Management
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Supply Chain Management qualification relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES: Perform administrative duties related to Supply Chain Management functions

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/277: AUXILIARY SERVICES INTERN REF NO: MP/INT/EMB (3)
Division: SAPS Embalenhle

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Registry
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Supply Chain Management qualification relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES: Receive and distribute mail and circulars. Dispatch mail, receive files, update and open new files. Retrieve brought forward and requested files. General administration duties

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/278: SUPPLY CHAIN MANAGEMENT INTERN MP/INT/DEL (1)
Division: SAPS Delmas

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Registry
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Supply Chain Management qualification relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only.

DUTIES: Perform administrative duties related to Supply Chain Management functions

ENQUIRIES: Sharitha Naidoo – Lt Col Tel: 013-7624413
APPLICATIONS: Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

POST 46/279: ADMINISTRATIVE INTERN (2 POSTS) MP/INT/DEL (2)
Division: SAPS Delmas

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Human Resource Management
REQUIREMENTS: Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Supply Chain Management qualification relevant qualifications. Must have no criminal
record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Handle all administrative duties relating to Human Resource Management

**ENQUIRIES**
Sharitha Naidoo – Lt Col Tel: 013-7624413

**APPLICATIONS**
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

**POST 46/280**

**VISIBLE POLICING: FIREARM CONTROL MP/INT/SUND (1)**
Division: SAPS Sundra

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Designated Firearm Control

**REQUIREMENTS**
Be in possession of a Senior Certificate (Grade 12). Diploma/Degree in Supply Chain Management qualification relevant qualifications. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Render administrative duties to the Designated Firearm Officer (DFO)

**ENQUIRIES**
Sharitha Naidoo – Lt Col Tel: 013-7624413

**APPLICATIONS**
Applications Posted: Saps Provincial Head Office Private Bag X12299 Nelspruit 1200; Hand Delivered: Provincial Human Resource Development Skills Development Facilitation 2nd Floor, 7 Ferreira Street, Nelspruit Mpumalanga

**POST 46/281**

**ADMINISTRATIVE INTERN REF NO: INT1/10/17WC**
Division: Western Cape Province – CID (Western Cape)

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Steenberg Vispol
Cape Town, Customs House

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Diploma/Degree in Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Write up 35 dockets in court register daily. Audit type from dictated tape/instrument and directives. Shorthand/speed write meeting minutes and retyping. Create and maintain spreadsheets.

**ENQUIRIES**
Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/282**

**ADMINISTRATIVE INTERN REF NO: INT2/10/17WC**
Division: Western Cape Province – HRM (Western Cape)

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Steenberg Vispol

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Diploma/Degree in Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
To maintain all human Resource and physical resources functions at the Division. Render administration duties pertaining to HR regarding Personnel services. Related Function. Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.

**ENQUIRIES**
Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town
POST 46/283: ADMINISTRATIVE INTERN REF NUMBER INT3/10/17WC
Division: Western Cape Province - Monitoring and Evaluation (Western Cape)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town, Customs House
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma in Training
Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Making and answering of calls on M&E. Receiving and sending email on M&E
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000;Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/284: ADMINISTRATIVE INTERN REF NUMBER INT4/10/17WC
Division: Western Cape Province – HRM (Western Cape)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town Central
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a N6 HRM .Must be between ages 18 – 35. Be a South African citizen *Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Receive, process and monitor transfer/service arrangement. Administer notice of change (SAP172) and capture on the PERSAP System of personnel (employees) records (SAP 172). Maintain statistical data submit personnel reports to provincial offices. Co-ordinate and monitor training development for station employee’s members.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000;Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/285: ADMINISTRATIVE INTERN REF NO: INT5/10/17WC
Division: Western Cape Province – Finance (Western Cape)

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Cape Town Central
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a N6 IN Finance *Must be between ages 18 – 35. Be a South African citizen .Must have no criminal record .Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Register and scan case dockets. Record exhibit (SAPS 13 property) on the system
Capture circulation/ cancellation of stolen items. Case dockets to investigation Unit.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000;Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
POST 46/286 : ADMINISTRATIVE INTERN REF NO: INT6/10/17WC
Division: Western Cape Province – HRM (Western Cape)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Cape Town Central
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/Diploma in HRM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Receive, process and monitor transfer/service arrangement. Administer notice of change (SAP172) and capture on the PERSAP System of personnel (employees) records (SAP 172). Maintain statistical data submit personnel reports to provincial offices. Co-ordinate and monitor training development for station employee’s members.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/287 : ADMINISTRATIVE INTERN REF NO: INT7/10/17WC
Division: Western Cape Province – Finance (Western Cape)

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Cape Town Central
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/Diploma in Finance/Financial Information system.* Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Maintain and administer debt accounts of the station. Maintain and administer garnishee order against members on station. Maintain the stations telephone accounts.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/288 : ADMINISTRATIVE INTERN REF NO: INT8/10/17WC
Division: Western Cape Province

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Langa SAPS
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/Diploma SCM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.


ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
POST 46/289 : ADMINISTRATIVE INTERN REF NO: INT9/10/17WC
    Division: Western Cape Province

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Langa SAPS
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a N6 in Human Resource Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only. To maintain all Human Resource and Physical Resources functions at the division.

DUTIES : Render administration duties pertaining to HR regarding Personnel Services related Function. Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/290 : ADMINISTRATIVE INTERN REF NO: INT10/10/17WC
    Division: Western Cape Province Docket Management Centre

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Khayelitsha SAPS
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a N6 Public Management *Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Coordinate and control dockets store room. Perform station dockets store room administration duties and Record keeping. Regulate close register of the station.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/291 : ADMINISTRATIVE INTERN REF NO: INT11/10/17WC
    Division: Western Cape Province HRM

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Khayelitsha SAPS
REQUIREMENTS : Senior certificate (Grade12). Be in possession of a Degree/Diploma in Human Resource. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES : Render duties of administrative nature which will include all HR related work as well as specific HR duties.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/292 : ADMINISTRATIVE INTERN (2 POSTS) REF NO: INT12/10/17WC
    Division: Western Cape Province SCM

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Stellenbosch SAPS

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
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<thead>
<tr>
<th>POST 46/293</th>
<th>ADMINISTRATIVE INTERN REF NO: INT13/10/17WC</th>
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</thead>
<tbody>
<tr>
<td><strong>DIVISION</strong>: Western Cape Province</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
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<tr>
<td><strong>CENTRE</strong>: Crime Prevention</td>
<td></td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12). Be in possession of a Degree/Diploma in Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td><strong>ENQUIRIES</strong>: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.</td>
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<tr>
<td><strong>APPLICATIONS</strong>: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service. Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.</td>
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<tr>
<th>POST 46/294</th>
<th>ADMINISTRATIVE INTERN REF NO: INT14/10/17WC</th>
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<tbody>
<tr>
<td><strong>DIVISION</strong>: Western Cape Province Registry</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
<td></td>
</tr>
<tr>
<td><strong>CENTRE</strong>: Lansdowne SAPS</td>
<td></td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12). Be in possession of a N6 Registry. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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</tr>
<tr>
<td><strong>DUTIES</strong>: To maintain case dockets store room for the station. Coordinate and control dockets store room. Perform station dockets store room administration duties and record keep. Regulate close register of the station. Book out dockets. Deal with docket enquiries.</td>
<td></td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong>: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.</td>
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<tr>
<td><strong>APPLICATIONS</strong>: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service. Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.</td>
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<table>
<thead>
<tr>
<th>POST 46/295</th>
<th>ADMINISTRATIVE INTERN REF NO: INT15/10/17WC</th>
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</thead>
<tbody>
<tr>
<td><strong>DIVISION</strong>: Western Cape Province Legal Service</td>
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<tr>
<td><strong>SALARY</strong>: R4000 to R7000 per month (12 months Stipend)</td>
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<td><strong>CENTRE</strong>: Litigation Section</td>
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<td><strong>REQUIREMENTS</strong>: Senior certificate (Grade12). Be in possession of a Diploma/ Degree in LLB. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.</td>
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<tr>
<td><strong>DUTIES</strong>:</td>
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</tbody>
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programme previously Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Advice clients on disciplinary investigation, formulation of charges, Conduct of disciplinary hearings, suspensions and confirmation of dismissals.

**ENQUIRIES**: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/296**: ADMINISTRATIVE INTERN REF NO: INT16/10/17WC
Division: Western Cape Province Legal Service

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Operational Section

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a N6 Legal Secretary. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Plan and type letters as received form the Operation Legal support sub-component. Receive and transmit messages by email. Compile Monthly reports. Send and receive faxes and make phone copies.

**ENQUIRIES**: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/297**: ADMINISTRATIVE INTERN REF NO: INT17/10/17WC
Division: Western Cape Province HRU

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Performance management (PEP)

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a Degree/Diploma in HRM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Introduction to N1/2005, Vol2. Receive training w.r.t conducting of PEP inspection (provincial & station level). Attend PEP practical & PEP mentorship training session. Receive training w.r.t PEP PERSAP functions: Capturing & approval of PEP Information pertaining to salary levels 1 -12.

**ENQUIRIES**: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/298**: ADMINISTRATIVE INTERN REF NO: INT18/10/17WC
Division: Western Cape Province HRU

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: HR Planning and Utilisation

**REQUIREMENTS**: Senior certificate (Grade12). Be in possession of a Degree/Diploma in HRM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**: Introduction to the CSMF. Receive training w.r.t the conducting of inspection on SMS Performance. Receive training w.r.t the management of poor performance.
Receive training w.r.t. the salary structure process of SMS members.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/299: ADMINISTRATIVE INTERN REF NO: INT19/10/17WC
Division: Western Cape Province HRU

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Labour Relations
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma in HRM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Manage the arrangement, scheduling preparation and submission of requisite document for monthly human resource committee meeting. Ensure submission of feedback document to head office as required. Monitor, control and analyse data received from PC components station for The HRU Development and Utilisation document.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/300: ADMINISTRATIVE INTERN REF NO: INT20/10/17WC
Division: Western Cape Province HRD

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Human Resource Development
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma in HRM/HRD. *Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Database administration, enter data into a system and compile one monthly report for all the interns in the stations and provincial and email it to national office. Assist with RPL capturing and administration of all HR documents. Processing biographic details (finger prints) Transporting of RPL of file to provincial office, explaining internship agreement to the interns. Make calls one before of the Commander. Filling of correspondence. Monitor the submission.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/301: ADMINISTRATIVE INTERN REF NO: INT21/10/17WC
Division: Western Cape Province

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Wood Stock SAPS
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
**DUTIES**

**ENQUIRIES**
Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.

**APPLICATIONS**
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/302**
**ADMINISTRATIVE INTERN REF NO: INT22/10/17WC**
Division: Western Cape Province

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Wood Stock SAPS

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a N6 in Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Rendering duties of administrative nature which will include data capturing as we. As specific administration duties.

**ENQUIRIES**
Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.

**APPLICATIONS**
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/303**
**ADMINISTRATIVE INTERN REF NO: INT23/10/17WC**
Division: Western Cape Province OD

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Strategic Management

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Degree/Diploma in Internal Audit. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**
Co-ordinate the Internal and External Audits by providing assistance to the Office of the Auditor General, the National Internal Auditor and Provincial Internal Auditor and stations/units/components. Assist with the improvement of Provincial Performance by managing the Audit Nodal Point. Assist and Co-ordinate the Audit Process in the Western Cape in support of the Regularity and Performance Frameworks of the South African Police and Manage the Management Information Processes. Interns must be computer literate and competent in Microsoft Excel, be able to do Power presentations.

**ENQUIRIES**
Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.

**APPLICATIONS**
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/304**
**ADMINISTRATIVE INTERN REF NO: INT23/10/17WC**
Division: Western Cape Province OD

**SALARY**
R4000 to R7000 per month (12 months Stipend)

**CENTRE**
Strategic Management

**REQUIREMENTS**
Senior certificate (Grade12). Be in possession of a Degree/Diploma in Internal Audit. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Co-ordinate the Internal and External Audits by providing assistance to the Office of the Auditor General, the National Internal Auditor and Provincial Internal Auditor and stations/units/components. Assist with the improvement of Provincial Performance by managing the Audit Nodal Point. Assist and Co-ordinate the Audit Process in the Western Cape in support of the Regularity and Performance Frameworks of the South African Police and Manage the Management Information Processes. Interns must be computer literate and competent in Microsoft Excel, be able to do Power presentations.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/305: ADMINISTRATIVE INTERN (2 POSTS) REF NO: INT24/10/17WC
Division: Western Cape Province OD

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Mentoring and Evaluation
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree /Diploma Evaluation Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Develop, Implement and Maintain an Effective and efficient Organizational Performance Measurement system (Efficiency Index System) for the SA Police Service. Develop Fixed Establishment (FE) for all police stations in the South African Police Service. Facilitate the Implementation of the Performance Measurement System (Efficiency Index System) web-based application in Western Cape Province in line with the Efficiency Index System web-based application, IT and training instructions. Maintain a geographical information database on SAPS Service Points for the Western Cape. Develop, Implement and Maintain an Effective and Efficient Organizational Performance Measurement System for the SA Police Service

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/306: ADMINISTRATIVE INTERN REF NO: INT25/10/17WC
Division: Western Cape Province Telkom Operator

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Fishoek SAPS
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES: Operate telecommunication equipment at the switchboard. Maintain the Switchboard. Receive and answer incoming and outgoing calls. Make calls on request. Note down and give messages.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
POST 46/307: ADMINISTRATIVE INTERN REF NO: INT26/10/17WC
Division: Western Cape Province HRD

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: HRD Sports Pinelands
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma in Biokineticists. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Improving a person’s physical quality of life by means of Physical assessment and prescribing of healthy exercise habits. Evaluation and measuring body posture, body composition, glucose Levels, lung function, heart, rate, fitness and other health screenings to Determine the patient’s capacity to work and excise. Prescribing excise routines either as preventative health measures or to correct health problems, such as sport injuries or recovery from diseases or illness in close co-operation doctors and medical practitioners.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/308: ADMINISTRATIVE INTERN REF NO: INT27/10/17WC
Division: Western Cape Province HRD

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: HRD Sports Pinelands
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree in Sport Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Manage all calls coming in pinelands and recording of messages for the various Members working on both line 531904 and 5319030. Constant contacting of various sporting codes to bring them up to date on various aspects of the sporting codes. Upkeep daily of various register such as photo-copy register, telephone register and the post book. Recording and typing of minutes from weekly management meeting, month personnel meeting and various sports meeting.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/309: ADMINISTRATIVE INTERN REF NO: INT28/10/17WC
Division: Western Cape Province SCM

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Worcester SAPS
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Diploma/Degree SCM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

DUTIES: Maintain the station Vehicle fleet. Complete administration as requested from the Provincial Office for the boarding of vehicles. Renew vehicle licences monthly. Maintain vehicle register (SAPS 132(b) and fuel. Repair vehicle allocated to Worcester SAPS which were involved in Accidents or damaged.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
POST 46/310:

**ADMINISTRATIVE INTERN REF NO: INT29/10/17WC**

Division: Western Cape Province HRD

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Mess

**REQUIREMENTS**:
- Senior certificate (Grade12). Be in possession of a N6 in Food Technology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record.
- Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**:
- Supervise the preparation of food and refreshments to ensure that meals of good quality are prepared according to the approved menu and ration scale and report any deviations, if necessary. Ensure the serving and dishing of prepared food and refreshments.
- Render assistance with regard to the safekeeping of all food supplies/stock and keys and the cost-effective use thereof by kitchen staff. Ensure the cleaning of the kitchen, equipment, crockery and cutlery and the Removal of refuse.

**ENQUIRIES**: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

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POST 46/311:

**ADMINISTRATIVE INTERN REF NO: INT30/10/17WC**

Division: Western Cape Province HRD

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Western Cape

**REQUIREMENTS**:
- Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen.
- Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**:
- Participate in practising and rehearsing individually, in sections, with a band or with a group. Performs on a primary and / or secondary instrument. Performs with the Band or any other group within the Band at internal projects. Maintain the instruments and equipment allocated as per National Instruction 3/2001 (SAPS Bands)
- Comply with all SAPS National Instructions, Directives and Policies, applicable to the post environment.
- Pack, load, unload and unpack musical instruments, equipment and sheet Music.

**ENQUIRIES**: Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

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POST 46/312:

**ADMINISTRATIVE INTERN REF NO: INT31/10/17WC**

Division: Western Cape Province HRD

**SALARY**: R4000 to R7000 per month (12 months Stipend)

**CENTRE**: Klawer

**REQUIREMENTS**:
- Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen.
- Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**:
- Copy type hand written, printed and typed documents. Audit type form dictated tape/instrument and directives. Shorthand/speed-write meeting minutes and retype. Create and maintain spread.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/313: ADMINISTRATIVE INTERN REF NO: INT32/10/17WC
Division: Western Cape Province
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Klawer
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/314: ADMINISTRATIVE INTERN REF NO: INT33/10/17WC
Division: Western Cape Province
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: McGregor SAPS
REQUIREMENTS: Senior certificate (Grade12). Be in possession of Degree/Diploma in Public Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/315: ADMINISTRATIVE INTERN REF NO: INT34/10/17WC
Division: Western Cape Province
SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Saron SAPS
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma in Supply Chain Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Render general office administration assistance and support. Administer Supply chain Management (SCM) and logistical matters. Compile and monitor financial and applications.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town
ADMINISTRATIVE INTERN REF NO: INT35/10/17WC  
Division: Western Cape Province

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Moorreesburg SAPS
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Maintain the Employment Equity (EEA) at station level. Deal with administration issues pertaining to personnel. Compile report as requested by the area office. Deal with members' grievance and conflict.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

ADMINISTRATIVE INTERN REF NO: INT36/10/17WC  
Division: Western Cape Province

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Moorreesburg SAPS
REQUIREMENTS: Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: Render effective administration. Register and maintain reported crime information on Computerised systems. Provide professional information.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

ADMINISTRATIVE INTERN REF NO: INT37/10/17WC  
Division: Western Cape Province

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTRE: Riebeek West SAPS
REQUIREMENTS: Senior certificate (Grade12). Be in possession of a Degree/Diploma HRM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES: To maintain all human Resource and Physical Resources functions at the division. Render administration duties pertaining to HR regarding Personnel Services related Function. Render administration duties pertaining to HR regarding Human Resource Utilisation and related functions.
ENQUIRIES: Col Tertiens or Lt Col Libala (021) 467 8609/467 8472/467 8415.
APPLICATIONS: Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
**POST 46/319**

**ADMINISTRATIVE INTERN REF NO: INT38/10/17WC**

Division: Western Cape Province

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

Riebeek West SAPS

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/Diploma SCM. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

Store Keeping, Day to day Maintenance, Loss Management, Vehicle fleet Management, Inventory Management, Procurement and Acquisition.

**ENQUIRIES**

Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**

Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/320**

**ADMINISTRATIVE INTERN REF NO: INT39/10/17WC**

Division: Western Cape Province

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

Riebeek West SAPS

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/Diploma Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

To ensure effective management and control over Administration system. Capture all information on the CAS system as written in the SAPS 3M Case dockets. Handle general administration duties and record keeping.

**ENQUIRIES**

Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**

Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/321**

**ADMINISTRATIVE INTERN REF NO: INT40/10/17WC**

Division: Western Cape Province

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

HRD Centre George

**REQUIREMENTS**

Senior certificate (Grade12). Be in possession of a Degree/Diploma Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

**DUTIES**

To ensure effective management and control over Administration system. Capture all information on the CAS system as written in the SAPS 3M Case dockets. Handle general administration duties and record keeping.

**ENQUIRIES**

Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

**APPLICATIONS**

Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

**POST 46/322**

**ADMINISTRATIVE INTERN REF NO: INT41/10/17WC**

Division: Western Cape Province

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTRE**

HRD Centre George

**APPLICATIONS**

Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
### REQUIREMENTS
Senior certificate (Grade12). Be in possession of a Degree/Diploma Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

### DUTIES
Received nomination from station. Apply for financial authority. Submit course courses reports. Capture courses on the Training administration system.

### ENQUIRIES
Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

### APPLICATIONS
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

### POST 46/323
ADMINISTRATIVE INTERN REF NO: INT42/10/17WC
Division: Western Cape Province

### SALARY
R4000 to R7000 per month (12 months Stipend)

### CENTRE
Thembalethu SAPS

### REQUIREMENTS
Senior certificate (Grade12). Be in possession of a Degree/Diploma Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

### DUTIES
Rendering duties of administrative nature which will include data capturing as well as specific administration duties.

### ENQUIRIES
Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

### APPLICATIONS
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

### POST 46/324
ADMINISTRATIVE INTERN REF NO: INT43/10/17WC
Division: Western Cape Province

### SALARY
R4000 to R7000 per month (12 months Stipend)

### CENTRE
Wolseley SAPS

### REQUIREMENTS
Senior certificate (Grade12). Be in possession of a Degree/Diploma Office Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.

### DUTIES
Verify information of leave application form. Plan leave of personnel national instruction and manage absenteeism. To ensure effective service delivery. Coordinate training and development, initiates of members and monitor file SAP 15.

### ENQUIRIES
Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.

### APPLICATIONS
Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000; Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

### POST 46/325
ADMINISTRATIVE INTERN REF NO: INT44/10/17WC
Division: Western Cape Province

### SALARY
R4000 to R7000 per month (12 months Stipend)

### CENTRE
Beaufort West

### REQUIREMENTS
Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Applicants must be residents of the province where the post is advertised. Applicants are restricted to apply for 3 positions only.
DUTIES : Verify information of leave application form. Plan leave of personnel national instruction and manage absenteeism. To ensure effective service delivery. Coordinate training and development, initiates of members and monitor file SAP 15.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000;Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.

POST 46/326 : ADMINISTRATIVE INTERN REF NO: INT45/10/17WC
Division: Western Cape Province

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTRE : Beaufort West
REQUIREMENTS : Senior certificate (Grade12). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Operate telecommunication equipment at the switchboard. Maintain the switchboard. Receive and answer incoming and outgoing calls. Make calls on request. Note down and give messages.

ENQUIRIES : Col Tertiens or Lt Col Libala (021) 467 8609/ 467 8472/467 8415.
APPLICATIONS : Applications Posted: Col Tertiens or Lt Col Libala Human Resources Development: SDF South African Police Service, Private Bag X9004 Cape Town 8000;Hand Delivered: Room 236, 2nd Floor Customs House Heerengracht Street Foreshore Cape Town 8000.
ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 01 December 2017 TIME: 16H00
APPLICATIONS :
Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, Street, Pretoria. For attention: Ms L Mabole
Centre: NWRI: Central Operations (Pretoria Office) Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, NWRI: Central Operations, Private Bag X273, Pretoria, 0001 or hand-deliver applications at NWRI: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr. L Manganyi
Centre: NWRI: Central Operations (Tugela Vaal), The Area Manager, Please forward your application quoting the reference number to: Department of Water Affairs, Private Bag x 1652, Bergville, 3350 or hand deliver to 01 Kiepersol Avenue, Jagersrus, 3354 For Attention: Human Resource Management
Centre: Mmabatho: Please forward your applications to: The Provincial Head: North West, Department of Water and Sanitation , Private Bagx5 Mmabatho 2735 or hand deliver at Mega City Shopping Complex, Unit number 99 , Cnr. James Moroka and Sekame Road. For Attention: Mr. M.J Ntwwe

NOTE :
Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures, verification of qualification and for the Director-General post the successful candidate will have to undergo full security vetting prior to appointment. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. for the Director-General post all applicants are required to disclose membership of Boards and Directorships that they may be associated with. The successful candidate for the Director-General post will have to annually disclose her or his financial interests. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). **“All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”**
People with disabilities are highly encouraged to apply for the posts. “People who are not employed by the Public Service Departments are welcomed to apply for posts.

MANAGEMENT ECHELON

POST 46/327 : DIRECTOR-GENERAL: WATER AND SANITATION (FIVE YEAR CONTRACT). REF: 011217/01

SALARY : An all-inclusive remuneration package of R1, 782,687 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria
REQUIREMENTS

Applicants must be in possession of at least an undergraduate qualification (NQF level 7) as well as an appropriate post-graduate qualification (NQF level 8) as recognised by SAQA. An MBA or MBL will be an added advantage. At least 8 to 10 years proven experience in a senior managerial and leadership position of which 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The following are essential requirements: A broad understanding of the water sector; experience in managing large infrastructure projects; in-depth knowledge of government legislation, policies and the National Programme of Action; strategic understanding of the National Development Plan imperatives as it relates to economic growth and social redress; a high level of financial and people management skills; the ability to inspire staff and communicate effectively in a wide range of situations; change and knowledge management skills; programme management and service delivery innovation; problem-solving and analytical skills; client orientation and customer focus; strong strategic and leadership abilities; good communication and interpersonal skills and good networking skills.

DUTIES

As the Accounting Officer and Head of the Department, the Director-General will be responsible for ensuring that the department delivers on its mandate, including the following: Forecasting and balancing of water demand and supply through the implementation of the four river system plans; Ensuring adequate information and knowledge to sustain water resources and sanitation; Ensuring improvement of water resources quality as well as protecting the water resource quality and quantity. Ensuring that the Department builds, operates and maintains the water resources infrastructure and availability of sanitation. Developing a sustainable strategic plan for the implementation of sanitation programmes and ensuring that such programmes are executed within the department’s mandate. Developing & implementing integrated plans to ensure efficient management of water resource programs in the Department. Evaluating the performance of the department on a continuous basis against pre-determined key measurable objectives and standards with relevant legislation and prescripts. Providing strategic leadership and direction on the implementation of departmental programmes on research, training and other advisory services programmes within the department. Ensuring proper reporting to PICC and the department’s full participation in FOSAD clusters and other Interdepartmental Forums. Representing the Department at the Portfolio Committee, Cabinet and its Committees. Spearheading the department’s compliance with governance related activities e.g. MPAT and promote sound financial management and reporting including GRAP and GAAP. Lead the department’s international engagements on SADC, AU and all global water related engagements/co-operation. NOTES: The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and Directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the interview process.

ENQUIRIES

Mr Squire Mahlangu, Telephone (012) 336 8792

OTHER POSTS

POST 46/328

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 011217/02

SALARY

R357 150 per annum (OSD)

CENTRE

Hartebeespoort

REQUIREMENTS

A relevant Honours degree in Environmental or related fields. Four (4) years experience in the field of water quality management and integrated water resource management will be an added advantage. A valid driver’s licence. (Attached certified copy). Good computer literacy skills. Sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as

**DUTIES**: Processing of water use license applications in one of the Water Management Areas. Provide comments on the environmental impact assessment, environmental management program reports and rezoning applications. Support catchments management forums. Liaise with stakeholders in water sector and other government departments. Conducting regular monitoring and inspections of industries, local authorities, sewage works, mines etc. Conduct water quality monitoring in the water management area and the investigation of pollution incidents. People management. Undertake routine and special investigations. Attend emergency incidents (e.g. spills) as well as remediation of contaminated land (surface and ground water). Applying the principles of Integrated Water Resources Management to water quality management. Ensure the integrated Water Resource Management to water quality management and the integrated sustainable management of the water quality of the water resources in the respective Water Management Areas.

**ENQUIRIES**: Mr. Rens Botha, Tel 018 - 387 9500.

**POST 46/329**: ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF: 011217/03

**SALARY**: R334 545 per annum, (Level 09)

**CENTRE**: NWRI: Central Operations (Pretoria Office)

**REQUIREMENTS**: National Diploma (NQF 6) or B Degree in Human Resource Management or Public Management. Three (3) to five (5) years supervisory experience in Human Resource management. Knowledge of policy development and implementation, HR transactions, relationship management, project management as well as people and diversity management. Understanding, interpretation and application of Government legislation and procedures relating to Recruitment and Selection, Performance Management and Development System, Human Resources Administration, Training and Development, personnel records management and Employee Health and Wellness programmes. Computer literacy in MS Office software packages. Valid code B/EB driver’s licence. Willingness and ability to travel extensively and work after hours. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing with people at various levels. Excellent report writing skills. Problem-solving, creativity and initiative skills. Planning, organizing, execution and administrative skills. Analytical thinking, good interpretation skills with ability to pay attention to details and handle confidential information. Accountability, reliability and ability to work well in a team, individually and under pressure.


**ENQUIRIES**: Mr. M. Nzama, Tel 012 - 741 7340.
ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF: 011217/04

SALARY: R334 545 per annum, (Level 09)
CENTRE: Pretoria
REQUIREMENTS:
DUTIES:
ENQUIRIES: Mr S Moyi, Tel 012 336 7405.

ASSISTANT DIRECTOR: REVENUE MANAGEMENT. REF: 011217/05

SALARY: R334 545 per annum (Level 09)
CENTRE: Hartebeespoort
REQUIREMENTS:
DUTIES:
- Implement and monitor billing and debt management policies, strategies and procedures. Monitor that billable water users are billed regularly and accurately and that invoices and statements are sent to customers on time. Attend exceptions. Implement accounting system in use supports and is developed in line with business processes. Management of employees.
ENQUIRIES: Mr. Rens Botha, Tel 018 - 387 9500.

ENGINEERING TECHNICIAN GRADE A-C (CIVIL) REF NO: 011217/06

SALARY: R274 440 – R 357 150 per annum, (Offer based on OSD with proven years of experience)
CENTRE: Hartebeespoort
REQUIREMENTS:
- National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as Engineering Technician (proof of registration must be attached). A valid driver’s licence. (Attached certified copy) Water resources related experience will serve as an advantage. Good interpersonal relations. Willingness to travel is essential. Good computer literacy skills. Knowledge of the National Water Act will be an added advantage.
DUTIES: Registration and identification of unregistered water users. Validation and verification of use of water. Assessment of water use licences taking cognisance of hydrological, environmental, social and other related factors. Dam safety evaluations. Monitoring and assess water use and ensuring correct volumetric billing of consumers. Attend billing and water resource related queries.

ENQUIRIES: Mr. Rens Botha Tel 018 – 387 9500.

POST 46/333: ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C (X 2 POSTS) REF NO: 011217/07
Sub-Directorate: Water Resource Protection

SALARY: R240 015 – R 331 533 per annum (OSD)
CENTRE: Hartbeespoort
REQUIREMENTS: National Diploma in Environmental Management or Natural Sciences. Three (3) years relevant experience will be an added advantage. A valid driver's licence. (Attached certified copy). Project management, research, interpersonal relations, conflict management, negotiation, and facilitation skills. Sound knowledge of National Water Act, 36 of 1998 and other relevant legislations.

DUTIES: Provide support in the development of policies to manage sector water use impact in accordance with the National Water Act of 1998 and other Departmental policies and strategies. Assist with the supervision of own supervisees (People Management). Process applications for water use licence applications and registration of water users. Compliance monitoring of local authorities, industries, mines and agricultural activities. Investigation into pollution incidents, for example, spills, industrial accidents and so forth. Undertake both routine and special investigations. Prepare reports and interpret water quality monitoring results. Liaise with stakeholders in the water sector and other government departments. Provide comments on the Environmental Impact Assessment, environmental management programmes, and development applications in catchment Management Areas. Manage water quality in the designated sub-catchment area. Serve in various standing committees and promote water conservation and efficient water utilization through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department.

ENQUIRIES: Mr. Rens Botha, Tel 018 – 387 9500.

POST 46/334: CHIEF ADMINISTRATION CLERK: FACILITIES AND OFFICE SERVICES (This is a re-advertisement and those who has previously applied are encouraged to re-apply). REF: 011217/08

SALARY: R226 611 per annum (Level 7)
CENTRE: NWRI: Central Operations (Pretoria Office)
REQUIREMENTS: Grade 12 certificate (Matric). Three (3) to five (5) years practical experience in Facilities, Auxiliary or Office Services. Valid driver’s licence. (Attach certified copy). Computer skills in MS Office package software. Supervisory experience in the field, a recognised tertiary Diploma or Degree in Public Administration/Public Management and/or SAFMA recognised certificate in Facilities Management will serve as an added advantage. Sound interpretation and application of government policies and directives, PFMA, Treasury Regulations and Public Service Regulations. Good communication, interpersonal relations, report writing and presentation skills. Problem solving, investigation, analytical thinking with ability to pay attention to details. Analytical thinking, good interpretation skills with ability to pay attention to details. Accountability and ability to administer large volumes of documentation. Ability to multitask; work under pressure, willingness to travel and work extended hours.

DUTIES: Oversee facilities and office support services within the Directorate/Cluster. Manage and ensure implementation and compliance to applicable policies, directives and procedures. Manage and give support to the Directorate’s corporate travel (flights, accommodations, conference and car rentals) booking requests, confirmations, cancellations, changes and re-scheduling. Provide advice to travelers regarding travel requests and policy implementation. Manage and ensure compliance to the administration of mobile communications (cell phones, 3Gs and
landlines) accounts and debt recovery. Manage and ensure compliance to leased office equipments, cleaning services, building and parking facilities contracts and reporting. Conduct building and cleaning inspections and liaising with stakeholders regarding service operations. Administer Service Providers payments, queries, reconciliation of accounts and expenditure reporting. Maintain informative and accurate databases of key accounts. Compilation and provision of administration support related submissions, memoranda and submitting monthly operational reports. Records keeping, maintenance and retrieval. Attend to and respond to customer enquiries. Supervision of subordinates including co-ordination of operational activities within the section/cluster.

ENQUIRIES: Ms L. Makhoana, Tel 012 - 741 7315.

POST 46/335: ACCOUNTING CLERK REF NO: 011217/09
Sub-Directorate: Revenue Management

SALARY: R152 862 per annum, (Level 05)
CENTRE: Hartebeespoort
REQUIREMENTS: Grade 12 Certificate or equivalent. Good communication skills. A good understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. Ability to work under pressure.

DUTIES: Capture and update of entities on PERSAL, BAS and SAP systems. Check, capture information and clear accounts. Follow up reports: S&T advance report and unpaid EBT control account. Provide effective office services to the section. Handle paid stamps and filing of stubs.

ENQUIRIES: Mr. MLJ Botha Tel, 018 - 387 9531.

POST 46/336: ADMINISTRATION CLERK REF NO: 011217/10
Sub-Directorate: Revenue Management

SALARY: R152 862 per annum, (Level 05)
CENTRE: Hartebeespoort
REQUIREMENTS: Grade 12 certificate or equivalent. One 1 year relevant experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge and understanding of the legislative framework governing the Public Service. Flexibility. Team work. Basic knowledge of problem solving and analysis. Client orientation and Customer focus. Ability to work, think independently and take initiative. Good written and verbal communication skills. Computer Literacy with sound knowledge of the Ms Office Suite. Planning and organising.

DUTIES: Providing of effective administrative support. The management of personnel matters. Assist with financial management and provisioning matters

ENQUIRIES: Mr. Rens Botha, Tel 018 – 387 9500.
ANNEXURE N

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.


FOR ATTENTION: Mr Z. Ntozini

CLOSING DATE: 01 December 2017

NOTE: Before you apply: NB: women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp not older than three (03) months). An identity document and qualifications including senior certificate, a valid driver’s licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal drivers licence is attached). It is the applicant’s obligation to have foreign qualifications assessed for equivalence by SAQA. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. If you have not been contacted within a period of three months after the closing date you may regard your application as unsuccessful. It is our intention to promote representatively (race, gender and disability) Preference will be given to disabled persons Applications received after closing date will not be considered. No faxed applications will be accepted. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.dpsa.gov.za

MANAGEMENT ECHelon

POST 46/337: DIRECTOR: ANTI-CORRUPTION AND SECURITY: Ref No: ECDHS 01/11/2017

SALARY: R948 174. - R1 116 918. (An all-inclusive package) Level 13

CENTRE: Head Office

REQUIREMENTS: Formal Qualifications: A relevant undergraduate qualification (NQF7 in the legal field as recognised by SAQA with five (5) years’ experience at a Middle Management/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid drivers’ licence. Computer literate. Advanced planning and organising skills. Experience in anti-corruption will be an added advantage.

DUTIES: Develop and co-ordinate the implementation of anti-corruption and fraud policies and programmes. Develop anti-corruption policies strategy and programmes. Co-ordinate assessments and investigations of corruption in the department. Facilitate capacity building/awareness on fraud and corruption for ethical integrity in the
department. Manage the establishment of a database on anti-corruption cases in the department. Administer liaison with anti-corruption structures in order to build effective partnerships. Develop and monitor the implementation of departmental security policies in respect physical, environmental, information, etc. security matter in relation to departmental programmes. Administer the screening/vetting process in the department. Administer classification of documents and confidentiality status of officials within. Administer training of personnel on the areas of security.

ENQUIRIES: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

OTHER POSTS

POST 46/338: 2 x CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: HEAD OFFICE AND OR TAMBO: REF NO: ECDHS 02/11/2017 (HEAD OFFICE) REF NO: ECDHS 03/11/2017 (OR TAMBO)

SALARY: R935 172. - R1 069 272. (An all-inclusive package) Level 12 OSD
CENTRE: Head Office and OR Tambo
REQUIREMENTS: Formal Qualifications: A 3 year degree/advanced diploma or an equivalent NQF7 qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with minimum of 3 years of solid experience in human resource development. 3 years’ experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP). Must possess a valid drivers’ licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written). Computer literacy is a must.
DUTIES: Project planning, design, analysis, effectiveness and implementation. Assist developers in developing project implementation plans with realistic cash flow forecast. Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to organizational goal to direct or redirect project services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimise possible project crisis. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures system and resources. Set project standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies to organisational goals to direct or redirect project services for the attainment of organisational objectives. Keep up with new technologies and procedures. Follow approved programmes or development for registration purposes.

ENQUIRIES: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/339: DEPUTY DIRECTOR: CUSTOMER CARE: REF NO: ECDHS 05/11/2017

SALARY: R657 558. - R774 576. (All-inclusive package) Level 11
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A 3 year degree/diploma in Public Relations/Communications/Marketing and Journalism or equivalent NQF6 qualification with at least 3 years’ experience in the customer care environment or a Senior Certificate coupled with 10 years working experience in the public sector. Knowledge of applicable legislations and prescripts. Good research, reporting writing, interpersonal relations, presentation skills. Understanding of financial management. Computer literacy. Must have a valid drivers’ licence.
DUTIES: Administration of the departmental logistics. Develop policies and procedures to facilitate the proper administration of the logistic service. Manage and maintain all

ENQUIRIES: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/340: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ECDHS 06/11/2017

SALARY: R657 558. - R774 576. Level 11 All-inclusive package
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications A three year degree/diploma or equivalent NQF6 qualification in Human Resource Development/Public Administration or relevant NQF 6 qualification with 3 years working experience in human resource development or a Senior Certificate coupled with 10 years’ experience in the human resource development environment. Experience in Human Resource Development and speciality in training and development will be an added advantage. Knowledge of HR legislation and regulations. Computer literacy. Presentation, facilitation, research and analytical skills. Must possess a valid driver’s licence and must be willing to travel.

DUTIES: Identifying and co-ordinating training needs and facilitating the development of a workplace skills plan. Monitoring and facilitating capacitation and training of departmental employees. Administration of departmental bursaries. Co-ordinate and implement learnerships and internships. Conduct a skills audit and develop a database. Align needs with the objectives of the Department and the organisation structure. Identify needs and develop a learner and internship skills programme. Administer contracts. Organise skills development committee.

ENQUIRIES: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/341: DEPUTY DIRECTOR: PRE-AUDIT: REF NO. ECDHS07/11/2017

SALARY: R657 558. - R774 576. Level 11 All-Inclusive Package
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications A recognised 3 year financial qualification or equivalent NQF6 financial qualification with 3 years working experience in a financial or auditing environment or a Senior Certificate coupled with 10 years’ experience in the financial or auditing environment. Good communication skills (verbal and written). Strong financial background. Knowledge and understanding of the Public Finance Management Act (PFMA), Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and Auditing prescripts. Computer literacy. Must possess a valid drivers’ licence.

DUTIES: Manage the internal control unit for the department. Establish integrated internal control systems. Establish and maintain pre-audit systems. Develop and implement a Delegations framework. Develop and report on the implementation of Audit Intervention Plan. Investigate and report on detected irregular, unauthorised, fruitless and wasteful expenditure. Provide inputs to Financial Statements. Manage the human resources, assets and financial resources of the sub-directorate.

ENQUIRIES: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.
POST 46/342 : QUANTITY SURVEYOR PRODUCTION GRADE A: REF NO: ECDHS 04/11/2017

SALARY : R549 639. - R592 110. (All-inclusive package) Level 11 OSD
CENTRE : Sarah Baartman Region
REQUIREMENTS : Formal Qualifications: A 3 year degree in Quantity Surveying or relevant NQF 6 equivalent qualification with at least 3 years’ experience in the built environment. Must be registered with SACQSP South African Council for Quantity Surveyors Profession. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid drivers’ licence and must be willing to travel.

DUTIES : Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity surveying. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration. Mentor, trained and developed candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Ensure adherence to regulations and procedures for procedure SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.

ENQUIRIES : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/343 : ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT REF NO. ECDHS08/11/2017

SALARY : R417 552. - R491 847 Level 10
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A 3 year degree/diploma in Social Science/Public Administration/Public Management or NQF6 relevant qualification with at least 3 years working experience in the special programmes unit or a Senior Certificate coupled with 5 years working experience in the special programmes unit. A thorough understanding of special programme and gender mainstreaming of designated groups. Good communications skills (verbal and written). Ability to work under pressure. Good report writing and presentation skills. Computer literacy. Must possess a valid drivers’ licence.

DUTIES : Develop departmental special programmes strategy. Gender mainstreaming of designated groups in the Province. Compile a comprehensive database on opportunities created for the designated groups. Develop national and provincial strategies, programmes and projects regarding these groups. Evaluate to determine best practice. Interact and liaise with stakeholders at all levels. Compile Special Programmes Compliance reports, Gender Equity reports, policies and strategies and workshop to attain stakeholder participation. Facilitate integration to policies, compliance reports, strategies and service implementation programmes. Evaluate departmental housing and associated programmes. Facilitate the introduction of special programmes in the departmental programmes and strategies. Monitor and evaluate the success of these ventures.

ENQUIRIES : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/344 : CONTROL WORKS INSPECTOR: REF NO. ECDHS09/11/2017

SALARY : R417 552. - R491 847. Level 10
CENTRE : Chris Hani
REQUIREMENTS : Formal Qualifications: A 3 year degree/diploma in Civil Engineering/Building/Construction or NQF6 equivalent qualification with at least 3 years working experience in the technical field or Senior Certificate/N3 coupled with 5 years working experience in the technical field. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid drivers' licence.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentations for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/345

ASSISTANT DIRECTOR: ACQUISITION/PROCUREMENT MANAGEMENT: REF NO. ECDHS10/11/2017

SALARY : R417 552 - R491 847 Level 10
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A 3 year degree/national diploma in Logistics/Purchasing Management/Public Administration or NQF6 equivalent qualification with 3 years working experience in the acquisition/procurement management environment or a Senior Certificate coupled with 5 years working experience in the acquisition/procurement management environment. Knowledge of government policies and planning systems. Sound written, oral communication, good planning and organising skills. Computer literacy. Must have extensive knowledge of Logis and BAS.


ENQUIRIES : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/346

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO. ECDHS11/11/2017

SALARY : R334 545 - R404 121. Level 9
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A recognised degree in Social Science/Psychology/Social Work with three years working experience in the employee well environment. Must be registered with the South African Council for Social Service Professions (SACSSSP) or Health Professions Council of South African (HPCSA). Knowledge of government policies and planning systems. Sound written, oral communication, good planning and organising skills. Computer literacy. Must have extensive knowledge of Logis and BAS.
of relevant legislative mandates/frameworks and prescripts that are applicable in the public service. Good negotiation skills, communication (verbal and written), interpersonal relations, conflict management, counselling skills, good reporting writing and presentation skills. Computer literacy. Must have a valid driver’s licence.

**DUTIES**


**ENQUIRIES**

Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**NOTE**

Preference will be given to disabled persons.

**POST 46/347**

**SENIOR ADMINISTRATIVE OFFICER: LAND ACQUISITION AND FACILITATION REF NO. ECDHS12/11/2017**

**SALARY**

R281 418. - R331 497. Level 8

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A 3 year degree/diploma in Social Sciences/Development Studies or equivalent NQF6 qualification with 3 years working experience in the land acquisition and facilitation environment or a Senior Certificate coupled with 4 years’ experience in the public sector working in title deeds, consents and land devolution. Sound knowledge and understanding of transfer and land ownership. Good communication skills (verbal and written). Ability to work under pressure. Computer literacy. Must have a valid drivers’ licence and must be willing to travel.

**DUTIES**

To facilitate and handing over of housing units to qualifying beneficiaries in conjunction with conveyancers and municipalities. Provide technical advice to municipalities on housing transfer process and land related issues to ensure handing over of title deeds to approved beneficiaries. To verify the appointment of conveyancers for the RDP housing projects in the Eastern Cape Province. Check whether the appointment of the conveyancers for all approved projects are in place. Conduct a deed search and capture instruction in Korbitec system. Make monthly payments and compile a monthly report. Ensure monthly targets are met.

**ENQUIRIES**

Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**POST 46/348**

**SENIOR ADMINISTRATIVE OFFICER: SOCIAL HOUSING REF NO. ECDHS13/11/2017**

**SALARY**

R281 418. - R331 497. Level 8

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A 3 year degree/diploma in Social Sciences/Public Administration or Public Management or equivalent NQF6 qualification with 3 years working experience in the social housing environment/services or a Senior Certificate coupled with 4 years working experience in the social housing environment. Sound knowledge of policies and prescripts that are applicable to the Social Housing and Community Residential Unit Programmes. Experience in providing administrative support to projects. Good communication skills,
presentation skills, analytic skills and conflict management skills. Ability to work in a team. Computer literacy. Must possess a valid drivers’ licence.

**DUTIES**

Assist in compilation and updating of the provincial pipeline for Social Housing and Community Residential Units’ Projects. Receive and process project documents and records such as funding applications and claims. Maintain an efficient record keeping and filing system of all records and correspondence on Social Housing and Community Residential Units Projects. Assist in facilitating implementation of the Social Housing and Community Residential Units Programme. Raise awareness amongst stakeholders such as Municipalities about the Social Housing and Community Residential Units Programmes. Provide administrative and secretariat support to the Provincial Social Housing Steering Committee. Compilation and submission of reports.

**ENQUIRIES**

Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**POST 46/349**

**LABOUR RELATIONS OFFICER: HUMAN RESOURCE MANAGEMENT**

**REF NO ECDHS14/11/2017**

**SALARY**

R281 418.00 to R331 497.00 Level 8

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A 3 year degree/diploma in Labour Law/Human Resources or relevant NQF6 qualification with 3 years’ experience in labour relations field or a Senior Certificate coupled with 4 years’ experience in the labour relations field. Experience in discipline, disputes and grievance process. Understanding of the workplace laws. Good communication skills (verbal and written). Ability to work under pressure for extended periods of time. Able to plan and organise and take initiatives. Good report writing, presentation and project management skills. In-depth knowledge of all relevant legislations/prescripts that are applicable in the public service. High level of confidentiality. Persal Introductory certificate will be an added advantage. Must have a valid driver’s licence.

**DUTIES**

Ensure compliance with applicable legislations, rules and regulations. Co-ordinate discipline and grievance processes within the Department. Maintain database on all misconduct, grievance and disputes. Investigate misconduct cases disputes within department and monitor the implementation of sanctions and arbitration awards. Facilitate the handling of grievances. Implement labour relations communication strategy.

**ENQUIRIES**

Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**POST 46/350**

**COMMUNICATIONS OFFICER: PUBLIC RELATIONS AND EVENTS**

**REF NO ECDHS15/11/2017**

**SALARY**

R226 611.00 to R266 943.00 Level 7

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications A 3 year degree/diploma in Public Relations/Communications Marketing/Journalism or equivalent NQF6 qualification with 2 years’ experience in the communications environment or a Senior Certificate coupled with 3 years’ experience in the communication environment. Knowledge of government policies and planning systems. Good interpersonal relations, communication and customer orientated skills. Knowledge of desk top publishing. Computer literacy. Must possess a valid drivers’ licence.

**DUTIES**

Develop marketing plans. Develop and implement internal and external marketing programmes. Provide marketing support and expertise to directorates. Promote departmental subsidies and programmes. Organise departmental exhibitions and promotions. Conduct outdoor activations. Organise competitions to promote the department. Organise and co-ordinate marketing campaigns. Package information for marketing purposes. Develop information booklets and pamphlets. Distribute information packs to various audiences using different marketing tools. Organise marketing functions.

**ENQUIRIES**

Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**SALARY**: R226 611. - R266 943. Level 7

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A 3 year degree/diploma in Financial Management/Public Management or equivalent NQF6 qualification with 2 years' experience in the supply chain environment or a Senior Certificate coupled with 3 years' experience in the supply chain environment. Knowledge of the public service regularity framework. Understanding of the assets policies and procedures. Good communication skills. Ability to work in a team. Computer literacy.

**DUTIES**: Develop and maintain asset register. Assist in the implementation acquisition, maintenance, transfers and disposal plans and update the asset register. Conduct regular asset verification and annual asset count and report on discrepancies. Assist in the preparation of monthly reconciliation for all asset categories and maintain a loss control register. Prepare and submit monthly, quarterly and annual reports. Bar code/mark purchased assets. Knowledge of Logis (Logistical Information System)

**ENQUIRIES**: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/352: SENIOR ACCOUNTING CLERK: GRANT MANAGEMENT: REF NO: ECDHS17/11/2017

**SALARY**: R152 862. - R180 063. Level 5

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A 3 year degree/diploma in finance or equivalent NQF6 qualification with 1 years' experience in a financial environment or a Senior Certificate coupled with 2 years' experience in a financial environment. Experience in financial administration related to conditional grant management. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Sound knowledge of Basic Accounting System (BAS). Computer literacy.


**ENQUIRIES**: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 46/353: PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: ECDHS18/11/2017

**SALARY**: R152 862. - R180 063. Level 5

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A 3 year degree/diploma in Human Resources Management/Public Management/Industrial Psychology or equivalent NQF6 qualification with 1 years' experience in human resource administration or a Senior Certificate with 2 years’ experience in the human resource administration. Must have a Persal Introductory Certificate. Knowledge of the Persal System, Public Service Act, Basic Conditions of Employment Act, Public Service Regulations. Excellent communication skills. Ability to work in a team. Computer literacy.


**ENQUIRIES**: Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.
The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052, 3rd Floor: Tyamzashe Building, Bhisho and enquiries can be directed to Ms B Ndayi 040 1010 072/071.

FOR ATTENTION

Ms Bonelwa Ndayi

CLOSING DATE

01 December 2017

NOTE

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 46/354

DIRECTOR: ICT MANAGEMENT REF NO: PT 46/11/2017

SALARY

R948 174 per annum Level 13

CENTRE

Bhisho (Head office)

REQUIREMENTS

A Degree (NQF Level 7) in Computer Science / Information Technology or any related field coupled with 7-8 years of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in IT environment.

DUTIES

Manage The Development and Monitor the Effective Implementation of ICT Governance Framework: Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, Reviewal and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. Manage The Provisioning of ICT Infrastructure And Operational Support Services: Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT.
business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery Plan. Manage The Provisioning And Maintenance Of ICT Administrative Systems And Ensure Data Integrity: Manage the maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders’ communication & information sharing through the use of ICT. Render Advisory Services On ICT Needs And Requirements: Manage and review existing user support technology options and determine appropriate technology. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: ICT Systems and Network Management, Financial Management, Policy Development & Management, Project Management and Development, ICT Procurement. Web design and Programming understanding. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management and Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072

OTHER POSTS


SALARY: R657 558 per annum Level 11

CENTRE: Bhisho: Head office

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Supply Chain Management / Internal Auditing / Public Administration / Economics / Business Management or any other related field coupled with Minimum of 5 years relevant work experience at least 3 years must have been at an Assistant Director level in Supply Chain Management environment.

DUTIES: Ensure Optimum Compliance within the SCM Unit: Manage and monitor compliance with SCM policies and procedures within the department. Manage, monitor and evaluate supplier performance in relation to contractual obligations. Manage, monitor and evaluate SCM performance in respect of compliance to all SCM elements. Manage quality control checks and identify non-compliance issues in overseeing contract management for all departmental operating leases. Manage and monitor adherence to the prescribed code of conduct by the SCM practitioners and report any contraventions. Manage and assess the cost efficiency (market analysis) of the procurement processes and deviations from normal
procurement procedures. Manage Compliance Assessment Report: Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Chief Director SCM. Manage Provisioning of Risk Management Interventions Of SCM Unit: Identify and evaluate risks within SCM unit. Develop complaints register. Investigate complaints and report back to complainant. Monitor and evaluate bid processes in the department. Manage safe keeping of SCM information. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates, Ensure assets are managed, maintained and kept safely by subordinates.

Skills and Competencies:
- In-depth knowledge of legislative framework that governs the Public Service.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071


SALARY: R334 545 per annum Level 09
CENTRE: Bhisho

REQUIREMENTS:
- A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Information Systems or any related field coupled with Minimum of 3 years relevant work experience at a level of an officer in Supply Chain Management environment.
- Experience as a LOGIS system controller or Sub-system controller. Knowledge of BAS will be advantageous.

DUTIES:
- Render Departmental System Control Support: Manage Maintenance of security user profiles. Creating, modifying and terminating users. Provide Assistance to reset revoked user’s password. Inform all users of significant changes to system functionality and/or operations. Perform periodic checks to confirm user’s current access. Terminate users that are inactive for a period exceeding two months. Creation of new item control numbers (ICN). Provide technical assistance to all users having problems to perform their transaction on LOGIS. Take overall responsibility of LOGIS infrastructure and management. Monitor Progress of Payments on Commitments: Capture all commitments on a spreadsheet per month to identify slow moving commitments. Inform end users regarding outstanding commitments. Prepare Monthly report on status of commitments. Report on current and capital expenditure of commitments for interim and annual financial statement. De-commitment of all outstanding commitments at the end of each financial year.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072
ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING: REF NO: PT 49/11/2017

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) majoring in Financial Accounting, Auditing, Public Finance or any related field coupled with a Minimum of 3 years' relevant work experience in an Accounting environment at a level of an officer (Level 7 or higher).

DUTIES:
Support The Monitoring and Reporting on the Preparation of the AFS and AIP Coordination Plan: Provide support to Departments and report in accordance with relevant accounting policies and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Assist with The Provision of Technical Support to Provincial Departments and Public Entities; Assist with the analysis and review of the departments’ books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. Assist with The Analysis of Financial Management Capability Model: Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit’s assets are managed, maintained and kept safely.

Skills and Competencies:

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072

ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT: REF NO: PT 50/11/2017

SALARY: R334 545 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Management Accounting or related field coupled with Minimum of 3 years’ relevant experience at a level of an officer (Level 7 or higher).

DUTIES:
Render Support on the Implementation of Liquidity Strategies for the Provincial Revenue Fund (PRF): Liquidity of Departmental Pay Master General and Exchequer Account. Support a thorough process of funds transfer to departments as per the submitted cash flow requisitions. Prepare the funding for PMG accounts and ensure it is in line with the voted budget. Maintain liquid exchequer account
and PMG accounts to ensure a sound financial position of the province by funding expenditure at the right time. Monitor and report the receipt of Equitable Share and Conditional Grants from National Government. Monitor and report the pay-over of own revenue collected by departments to PRF. Monitor and report the pay-over of investment income to PRF from commercial banks. Monitor and report the surrender of unspent voted funds by departments to the PRF and account for the surrender of unspent conditional grants to the National Government. Monitor and report the administration of correspondence to departments for month-end procedures. Accurate and Complete Accounting of PRF Transactions: Analyse budget book to produce an overall Provincial Budget Schedule. Prepare cashbook for all transactions that take place in the Exchequer Account daily. Prepare monthly reconciliations of the Exchequer, IGCC accounts and any commercial bank investment accounts in place. Record all transfers and deposits from National Government to ensure that all that is in the payment schedule has flown into the province. Record all the daily PRF transactions on Basic Accounting System (BAS) to produce a ledger account and trial balance. Prepare conditional grant certificates to stakeholders within the department. Provide Support In The Preparation Of The PRF Annual Financial Statements: Ensure the PRF AFS are produced per the prescribed National Treasury template. Provide information and support to the audit process. Provide input to resolve Audit Findings and implement the auditor’s recommendations on the PRF Annual Financial Statements. Skills and Competencies: Cash-Flow Management, Financial Risk Management, Investment Management, Application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis, Computer Literate, Analytical Thinking and Communication Skills.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072

POST 46/359: ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES: REF NO: PT 51/11/2017

SALARY: R334 545 per annum Level 09

CENTRE: Bhisho

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing or Auditing coupled with minimum of 3 years as an Internal Auditor/Auditor. CIA, PIA, IAT, QAR Certifications, RGA, AGA, CA (SA), will be added advantage.

Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

ENQUIRIES:

can be directed to Ms B Ndayi Tel No: 040 1010 072

DEPARTMENT OF ROADS AND PUBLIC WORKS

The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS:

Should be directed to The Recruitment Centre, Office of the Premier; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho

FOR ATTENTION:

Mr M. Mbangi

CLOSING DATE:

01 December 2017

NOTE:

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

POST 46/360:

DIRECTOR: ORGANISATIONAL HEAD OFFICE (1 POST) REF NO: DRPW 02/10/2017

(This is a re-advertisement; it was advertised on vacancy circular 44 dated 03 November 2017)

SALARY:

an all-inclusive remuneration package of R948 174 per annum (Level 13)

CENTRE:

Head Office (Bhisho)

REQUIREMENTS:


DUTIES
To ensure the Implementation of Transformation and Change Management Programmes: - Develop and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organizational behavior. Coordinate and monitor the implementation of transformation programmes. To ensure the Implementation of Organisational Design: - Develop, monitor and maintain the Departmental organisational design policy framework and instruments. Provide support in the development of service delivery model. Develop and maintain organisational and post establishment structure. Provide technical advisory service to line management. Facilitate the development of job description for the department. Conduct job analysis and evaluation process. Provide business efficiency enhancement service: Develop and maintain the departmental business process management policy, framework and quality assurance instruments. Develop business process architecture. Ensuring the effective and efficient department’s value streams and optimal integration of strategy, processes, people and technology/ systems by interactively analysing, researching, designing, recommending and implementing innovative and cost efficient business processes within the department. Document and facilitate the alignment of business processes to support improvement in organisational efficiency and effectiveness. Facilitate the development of standard operational procedure. Provide technical support to business units on the development, improvement and maintenance of quality service standards. Provide technical support to the business units with regard to Organisational Modelling, Re-engineering and Organizational Design has outlined in the Operational Management Framework. Process design development and enhancements within the departments to ensure resource and operational alignment with departmental strategies and organisational structures. Facilitate and coordinate capacity building within the department to implement and manage the various institutional management systems. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. - Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Mr M. Mbangi at 040-609 6290/6290/6248.

DEPARTMENT OF SPORT RECREATION ARTS AD CULTURE
The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS
Post to: Chris Hani District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5300 or Hand Deliver: NO 6 Ebden Street, Queenstown enquiries directed to Mr Kwanini: 045 807 7500. OR Tambo District: the Senior Manager: Sport, Recreation, Arts and Culture, Private Bag X5003, Umtata, 5100 or Hand Deliver: Human resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata enquiries directed to Ms Kenqa: 047 502 9211

CLOSING DATE
01 December 2017

NOTE
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable
referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Sport, Recreation, Arts and Culture welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

POST 46/361: CULTURAL OFFICER: PERFORMING ARTS X2; REF NO: DSRAC 01/11/2017

SALARY: R226 611 per annum Level 07
CENTRE: Chris Hani District
REQUIREMENTS: Formal Qualifications: A Degree or National Diploma in Arts and Culture or Matric Certificate plus 3 years’ experience in Arts and Culture. General Knowledge of government prescripts, knowledge of project management. Computer literacy. Good interpersonal and communication skills (verbal and written). A valid driving licence.
DUTIES: Implement and coordinate the District Office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans of Arts and Culture in the District. Carry out the mandate of the Directorate with the Chris Hani District. To manage, assist and coordinate District and/ or Departmental projects, arts and culture projects, liaison with local artists, authorities and Arts and Culture bodies (Association Forum etc.)
ENQUIRIES: Mr. Kwanini: Tel No: 045 807 7500 (Chris Hani District)

POST 46/362: PROVISIONING ADMIN CLERK; REF NO: DSRAC 02/11/2017

SALARY: R152 862 per annum Level 05
CENTRE: King Williams Town
REQUIREMENTS: Formal Qualifications: Degree or National Diploma in the field of Purchasing Management/ Public Administration / Financial / Logistics Management or relevant qualification or Grade 12 coupled with 1 year relevant experience in supply chain management environment and or general office work administration. Knowledge of PFMA, Treasury Regulations, Tender procedures and Regulations. LOGIS and BAS. Communication skills (verbal and written), customer care computer Literacy.
DUTIES: Perform secretarial duties in the bid specification committee and compile reports thereof. Assist in the 48 hour advertising as well as closing of tenders. Invite quotations from prospective supplies on the database, evaluate their authenticity and verify the bidder’s declaration of interest. Assist end users in drawing up of specifications. Receive procurement of goods and service. Compiling of memoranda. Assist service providers in updating their details on the database. Filing of documents on a daily basis.
ENQUIRIES: Ms Kenqa: Tel No: 047 502 9211 (OR Tambo District)
ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF THE PREMIER

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

APPLICATIONS
Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8 Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 405 5276 whether application is received due to problems experienced with our e-mails)

CLOSING DATE
24 November 2017 @ 16:00

NOTE
Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

POST 46/363
DEPUTY DIRECTOR: LABOUR RELATIONS, EMPLOYEE ASSISTANCE AND OCCUPATIONAL HEALTH AND SAFETY REF NO 3/2017

SALARY
Level 12 – An all-inclusive salary package of R779 295 per annum. The remuneration package includes a basic salary, Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance, medical aid assistance and non-pensionable cash allowance

CENTRE
Bloemfontein

REQUIREMENTS
The candidate must be in possession of a degree in the Human Sciences field and relevant experience in Middle Management. Relevant experience in the co-ordination of a cross section of activities and people. Relevant experience in Labour Relations. Recommendations: Special knowledge of relevant legislation, policies, policy analysis and policy development. Special knowledge of Labour Relations and/or implementation of Employee Wellness Programmes.

DUTIES
Coordinate the development and oversee the implementation of transverse labour relations, employee assistance and occupational health and safety issues in the FSPG. This entails inter alia the following: Facilitate and co-ordinate the development of policies/strategies for FSPG on transverse labour relations, employee assistance and occupational health and safety issues; Review and maintain transverse labour relations, employee assistance and occupational health and safety policies/strategies in Free State Provincial Government; Monitor
and report on the implementation of labour relations, employee assistance and occupational health and safety issues in Free State Provincial Government; Provide specialist advice and training on transverse labour relations, employee assistance and occupational health and safety issues in the FSPG; Collate, disseminate, interpret and advise on transverse labour relations, employee assistance and occupational health and safety issues; Collate and develop transverse labour relations, employee assistance and occupational health and safety documents and provide recommendations through the Manager to the Premier and Director General on these issues for example number of labour relation cases in the Province, nature of cases, extend to which departments comply with the Occupational Health and Safety Act etc.; Facilitate and co-ordinate transverse labour relations, employee assistance and occupational health and safety projects in Free State Provincial Government; Render secretariat services to a number of transverse labour relations, employee assistance and occupational health and safety forums in the FSPG; Represent/serve the FSPG in various Labour Relation Structures nationally and provincially; Co-ordinate the intra- and interdepartmental flow of labour relation, employee assistance and occupational health and safety information; Render an Internal labour relations, employee assistance and occupational health and safety function for the Department of the Premier. This inter alia entails the following: Render an effective and labour relations, employee assistance and occupational health and safety Service for the Department of the Premier including dealing with grievances etc; Develop/Customise labour relations, employee assistance and occupational health and safety policies and strategies for the Department of the Premier; Develop and implement an employee assistance programme for officials in the Department of the Premier. Management of the Labour Relations, Employee Assistance and Occupational Health and Safety Component This includes inter alia the following: Ensure that the resources of the component are utilized effectively and efficiently; Ensure that performance and development plans are in place for all personnel of the Component and managed on an ongoing basis.

ENQUIRIES

Ms. Nthabiseng Mosoeu-Kopa, Tel No: 051 405 4020.
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

APPLICATIONS:
Applications should be submitted strictly online at www.gauteng.gov.za
Applications must be submitted on a duly online completed Z83 form

FOR ATTENTION:
Human Capital management

CLOSING DATE:
04 December 2017

NOTE:
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. 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 exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

MANAGEMENT ECHELON

POST 46/364: DIRECTOR – REF/001985
Directorate: Information Communication and Technology Services

SALARY:
R948 174. (all inclusive package)

CENTRE:
Johannesburg

REQUIREMENTS:
Matric plus NQF Level 7 in Computer Engineering or other qualifications at NQF 7 in line with computer technology. A post graduate qualification will serve as added advantage. A minimum of 5 years experience at middle managerial level within the government context. Competencies: Strategic thinking; project management; leadership and team-building; ability to work across teams; analytical/technical mindset; A Valid driver’s licence.

DUTIES:
Align the department’s information management, information systems and information technology strategy with the strategic direction, management plans and the business processes of the department considering the strategic direction of Government. Establish an information plan and operational plans to give effect to the strategic direction and management plans of the department. Develop departmental supporting information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers’ Council (GITOC) and DPSA. Facilitate the implementation of and adherence to such. Represent the Department at the GPG CIO Council. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the GDF and other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Develop and train staff members in the department in relevant information technology matters. Manage the Directorate and its Sub-Directorates. Oversee the management of the ICT in Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM)
Strategy in line with the service delivery requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.

ENQUIRIES
Mr R Nkabinde, tel (011) 3554255

POST 46/365
DIRECTOR – REFS/ 001983
Directorate: Human Capital Management (HCM)

SALARY
R948 174.00 (all inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
Matric plus NQF level 7/ Bachelor’s Degree in Human Resource Management/Public Management or equivalent qualification. Coupled with a minimum of 5 years’ experience at middle managerial level in Human Resource Management level in the Public Service. Competencies: Knowledge and understanding of Human Resource Administration, Employee Relations, Employee Health and Wellness Programmes, Human capital Utilisation & Development and Organisational Design and Human Resource Planning; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity. Knowledge: knowledge and understanding of legislative and Policy framework governing the Human Resource Management in the Public Service, knowledge and understanding of Human Resources Mechanisms, Institutional processes and systems regulating the practice of Human Resources in the Public Service and understanding of Departmental Strategic focus and Human Resource priorities. Skills: Strategic Management skills, Project Management skills, Financial Management skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, Analytical Skills and Knowledge Management skills. A Valid driver’s licence.

DUTIES
Oversee the implementation of Service Benefits and conditions of service in the Department. Oversee the alignment of Service Benefits and Conditions of Service to the Departmental Human Resource Plan. Oversee expenditure on compensation of employees budget in the component. Oversee the implementation of Human Resource Policies, PSCBC Resolutions and other regulatory documents governing the implementation of Service Benefits and Conditions of Service. Manage Human Capital Management (HCM) risk and attend to all Human Capital Management (HCM) risk matters as identified. Oversee the roll out of Operational Plans for implementation and monitoring of Service Benefits and Conditions of Service. Provide Strategic coordination for the component. Oversee the design, implementation and review of Departmental Human Resource Development Plan. Oversee the alignment of Human Resource Development Plan to the Departmental Strategic Plan and Service Delivery model, priorities and objectives. Oversee budget allocations and expenditure monitoring on Human Resource Development programmes and activities in the Department. Oversee the implementation of Legislative and Policy framework in Human Resource Development functions. Oversee the roll out of Human Resource Development Projects in the Department. Provide Strategic leadership on the overall performance of the component’s programmes and activities. Oversee the design, implementation and review of Labour Relations and Employee Health and Wellness model in the Department. Oversee the allocation of resources in the provision of Labour Relations and Employee Health and Wellness functions in the Department. Oversee budget allocations and expenditure patterns in Labour Relations and Employee Health and Wellness functions and activities. Oversee the implementation of Legislative and Policy framework governing Labour Relations and Employee Health and Wellness functions in the Department. Provide Strategic leadership on the overall performance of the component’s programmes and activities. Oversee the implementation of Organizational Development functions in the Department. Oversee the allocation of resources in the provision of Organizational Development functions in the Department. Oversee budget allocations and expenditure patterns in Organizational Development functions. Oversee the implementation of Legislative and Policy framework.
governing Organizational Development functions in the Department. Oversee the roll out of Organizational Development projects in the region. Provide Strategic leadership on the overall performance of the component's programmes and activities. Oversee the design, implementation and review of Departmental Recruitment Strategy. Oversee the design, consultation and implementation processes of Recruitment policies. Oversee the design, implementation, monitoring and evaluation of Employment Equity Plan. Oversee the alignment of Recruitment Strategy to Departmental Strategic objectives and priorities. Oversee the preparation and submission of programme performance reports for the Directorate. Manage staff performance, leave, training and development. Manage the preparation and submission of all reports. Manage the deployment and utilization of resources.

ENQUIRIES: Mr R Nkabinde, tel (011) 3554255

POST 46/366: DIRECTOR – REFS/ 001987
Directorate: Transformation Programmes

SALARY: R948 174. (all inclusive package)
CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF level 7/ Bachelor's Degree in Gender, Youth and Disability Mainstreaming/ Public Management and Development/ or related qualification. Coupled with a minimum of 5 years experience at middle managerial level in Gender, Youth and Disability (GEYODI) Mainstreaming environment in the Public Service. Competencies: Knowledge and understanding of interrelation between internal and external transformation programmes; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity. Knowledge: understanding of legislative and Policy framework governing Gender, Youth and Disability Mainstreaming in the Public Service, understanding of Gender, Youth and Disability Mainstreaming Programmes, processes, systems and procedures in the Public Service and understanding Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills: Strategic Management skills, Project and Programme Management skills, Financial Management skills, People Management and Empowerment skills, Client Orientation and customer focused skills, Service Delivery Innovation skills, Strategic Reporting skills, Facilitation Skills, Analytical Skills, Evaluation skills and Monitoring. A Valid driver's licence.

DUTIES: Manage internal & external transformation Programme risk and attend to all risk matters as identified. Conduct an analysis on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets internally and externally within the Department as well as monitor and provide support on Transformation within municipalities. Develop recommendations on addressing Gender, Youth and Disability Mainstreaming gaps in the Department. Monitor the implementation of mainstreaming recommendations. Facilitate the development of Gender, Youth and Disability Mainstreaming Programmes, structures and processes. Align Mainstreaming targets and plans to the Departmental budget. Develop internal and external Departmental Gender, Youth and Disability Mainstreaming Action Plans. Manage the implementation of Departmental Gender, Youth and Disability Mainstreaming Action Plans. Monitor the implementation of Departmental Gender, Youth and Disability Mainstreaming Action Plans. Evaluate the impact, outputs and outcomes of Departmental Gender, Youth and Disability Mainstreaming. Manage the advocacy of Departmental Gender, Youth and Disability Mainstreaming Programme. Review the Departmental Gender, Youth and Disability Mainstreaming Programme. Monitor compliance of Departmental Programmes to Gender, youth and disability mainstreaming targets, policies and action plans. Identify gaps in compliance and design corrective action. Monitor the implementation of corrective action on Departmental Programmes. Manage the preparation and submission of quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports. Manage the preparation and submission of Gender, Youth and Disability Mainstreaming ad-hoc oversight reports to the Office.
of the Premier, Provincial Legislature, Commission on Gender Equality and other oversight bodies. Manage Directorate’s budget and expenditure. Manage the Directorate’s performance. Manage staff performance, development, leave and discipline.

ENQUIRIES : Mr R Nkabinde, tel (011) 3554255

DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE : 01 December 2017

NOTE : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POST

POST 46/367 : ASSISTANT DIRECTOR- CONSULTANT ERP (BASIS) – REF NO: 001992
Directorate: Applications Competency Centre

SALARY : R417 552. Per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a SAP BASIS Certification / Academy completion required. 1-2 years comprehensive BASIS knowledge and experience required. 1+ years’ experience as part of an ERP / IT project implementation required. Relevant IT experience (MS Server + SQL) favourable.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Provide training to customer team members / users. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department.

ENQUIRIES : Ms. Portia Makotwane Tel No (011) 689 8898.

DEPARTMENT OF HEALTH

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Dr M.P. Selepe
CLOSING DATE : 01 December 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following; All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

ERRATUM: Gauteng Department of Health: Kindly note the post for Driver Ref: WOH/11/2017, it was advertised in DPSA Vacancy 45 of 2017 with the incorrect Note. The correct Note reads as follows: No faxed /E-mailed applications will be accepted. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates. Applications without proof of the necessary documents will be disqualified. Enquiries: Ms A Tonisi Tel No: (011) 488 4898/4850

MANAGEMENT ECHELON

POST 46/368 : HEAD CLINICAL DEPARTMENT: MEDICAL GRADE 1 (1 POST) REF NO: CHBAH56
Directorate: Radiology (This is the re-advertisement previous applicants are encourage not to apply).

SALARY : R1 938 279 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Medial Specialist: Radiologist. Registration with the HPCSA as Medical Specialist: Radiologist. A Minimum of 3 years appropriate experience in Radiology after registration with HPCSA as a Medical Specialist: Radiologist. Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Additional recognizable clinical and departmental administration plus qualifications/training in radiological specialties, a higher degree in the Health Science (Master’s) other than the degree for specialization and experience in the
Public Sector will be an advantage. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Team building, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

**DUTIES**: Co-ordinate, manage and administer efficient and cost-effective radiology services at the institution. Encourage and foster research within the department. Manage and monitor appropriate and relevant undergraduate and postgraduate teaching and training within radiology. Foster appropriate subspecialty development within the department. Promote staff development and where possible to further the aims of the faculty of sciences and the department of radiology. Encourage collaboration between the departments within the teaching complex. Ensure that clinical teaching and supervision of medical staff are of adequate standards. As part of the university’s responsibility, provide sufficient and quality teaching to undergraduates and medical students. Set norms and standards for the maintenance of service delivery and quality outputs in the department. Ensure that the strategic plan and turnaround strategy of the hospital is implemented and be part of the executive management team in the hospital. Manage and provide leadership in delivery of clinical services to patients referred to the hospital for radiological problems. Perform clinical duties in areas of personal special interest and expertise. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of radiology of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the Hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Participate in university academic management activities, including membership of committees in the Faculty of Health Sciences as a whole and in the university’s Department of Radiology. Lead and participate in national and international efforts to advance aspects of radiology, both in research and advocacy. Examine and provide examiners for degree and diploma programmes and fellowships in radiology in other universities and colleges in South Africa. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in healthcare in the hospital area and South Africa as a whole, with publication of the results in peer-reviewed scientific journals. Provide clinical support and outreach to referring hospitals, community health centers and clinics in the Chris Hani Baragwanath Academic hospital health cluster. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to radiology planning, budgeting and procurement processes as well as monitoring and evaluation. Be immediately accountable in the execution of duties jointly to the Director Clinical Support of Chris Hani Baragwanath Academic Hospital and to the Academic Head in Department of Radiology at the University for the Witwatersrand. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**
Dr M.P. Selepe Tel No: (011) 933 8154

**NOTE**
This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand

**POST 46/369**
MEDICAL HEAD CLINICAL UNIT IN ORTHOPEDICS REF NR: SEB-MED-03

**Directorate**: Orthopedics

**SALARY**
R1 550 331. Per annum (All-inclusive package)

**CENTRE**
Sebokeng Hospital

**REQUIREMENTS**
A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Orthopedics. Proof of current registration with HPCSA as medical Specialist in Orthopedics. 3 (three) years post registration experience as a Medical Specialist Grade 1 in Orthopedics. A minimum of 3 years appropriate experience in
arthroplasty after registration with the HPCSA as a Medical Specialist in Orthopedics, Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage

DUTIES : An in-depth knowledge of the functioning of Orthopedic 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 policies, Good Communication and supervisory skills, Ability to work within a team, Stress tolerance and self-confidence, Capability to build and maintain relationships. Leadership and decision making skills, Management of designated areas of responsibility within the Orthopedic Department at Sebokeng 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 Orthopedic. Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopedic services in the district, Providing consultative support services to peripheral institutions as part of the department’s outreach program

ENQUIRIES : Dr Ngcwabe Z Tel No: 016 930 3300
APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges
NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 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. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
CLOSING DATE : 24.November.2017
POST 46/370 : CHIEF DIRECTOR: LEGAL SERVICES REF NO: CD LS/11/2017

CENTRE : Central Office, Johannesburg
REQUIREMENTS : An LLB or any SA recognised Degree in Law at NQF 7 level, as recognised by SAQA and a minimum of 5 years’ experience in a senior management position in a legal environment. Admission as an Attorney and admitted Advocate will be an added advantage. The incumbent of this post should also preferably be in possession of vast managerial skills and experience and sound knowledge and experience of medico-legal issues. Experience in the field of medical negligence will be an added advantage. He/ she will be responsible for co-ordinating the provision of legal services to the Gauteng Health Department and for all staff within the Chief Directorate. Leadership in the transformation and management of legal services. Setting annual objectives for the unit. Manage the Chief Directorate’s budget. Responsible for implementation and monitoring of key objectives of the unit. Operational, resource and financial management related to the function. Performance appraisal of staff within the unit. The incumbent will report directly to the Head of Department.

DUTIES : Develop Litigation Strategy, and monitor the framework, norms and standards for adequate compliance with legal and regulatory provisions throughout the department. Facilitate the development and implementation of appropriate legislative and regulatory instruments. Provide legal advice and support to the department. Represent the department with respect to legal matters, including on
litigation. Provide legal assistance in the drafting of documents such as contracts, guarantees, agreements etc. Execute judicial acts and settlements. Support the Departmental law process and policy process undertaken by the MEC, HOD and line managers. Ensure that a professional legal support service is provided to the MEC, HOD and other officials in exercising of their statutory and administrative responsibilities within the health fraternity. Monitor the implementation and provide advice on the interpretation and application of all pieces of legislation. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organisations with respect to legal matters. Facilitate legal research and opinion. Develop, implement and monitor legal strategies in respect of the functional responsibility of the division. Monitor legislative developments locally and internationally in order to assist the Department. Provide legitimate power and execute judicial service acts and settlements. Manage legal resource centre and legal information management.

ENQUIRIES : Ms S.P.M. Baloyi, Tel no. (011) 355 3412
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.

CLOSING DATE : 01 December 2017
NOTE : The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. NB: 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 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 tool.

POST 46/371 : MEDICAL SPECIALIST GRADE 1 UROLOGY REF NR: SEB-MED-04
Directorate: Urology

SALARY : R991 857. Per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.

DUTIES : An in-depth knowledge of the functioning of Urology department. Ability to perform appropriate specialised 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 policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Urology Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district.
Providing consultative support services to peripheral institutions as part of the department’s outreach program.

**ENQUIRIES**: Dr Mashele OP Tel No: 016 930 3301

**APPLICATIONS**: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoshoen Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges.

**NOTE**: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certification should not be more than 3 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

**CLOSING DATE**: 24 November 2017

**POST 46/372**: DIRECTOR: LABOUR RELATIONS MANAGEMENT REF NO: D LRM/11/2017

Directorate: Labour Relations Directorate

**SALARY**: R948 174 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).

**CENTRE**: Central Office, Johannesburg

**REQUIREMENTS**: A SAQA recognised NQF level 7 tertiary qualification in Labour Relations Management. Five (5) years’ experience at middle management level. Proven experience in a leadership and management position. Knowledge of relevant prescripts governing labour relations in the public service. Valid driver’s licence and computer literacy. Be motivated and prepared to work long hours and travel extensively. A post-graduate qualification in Labour Law or equivalent will be an added advantage.

**DUTIES**: Strategic leadership and management of the Labour Relations Directorate. Establish the framework for a responsive and effective labour relations management system. Develop norms and standards relating to misconduct and discipline. Monitor compliance on all disciplinary procedures. Monitor compliance with both precautionary suspension and appeals. Establish and attend all structures of collective bargaining in terms of multilateral and bilateral meetings. Build relations with Trade Unions, Collective Bargaining Chambers and at Council meetings and Employer Caucuses. Provide province wide advocacy role and support on the management of grievances. Provide a dispute resolution function between the Bargaining Council, the Department and Institutions. Represent the Department in the dispute resolution structures of the Bargaining Council or CCMA. Provincial support on the interpretation and application of collective agreements. Provide technical input into training on labour relations matters, including disciplinary norms and standards. Manage provision of support on conflict management and grievance resolution. Develop Departmental Labour Relations information system and reporting. Liaise with the National Department of Health, the Office of the Premier and all other Departments on issues of labour relations. Manager should be able to support on labour relations at a strategic management level. Stakeholder management. Project management. Manage a team, including financial management of the Directorate. Consult and negotiate with Trade Unions. Maintain good relations with the Trade Unions. Facilitate all transformation programmes of the Department.

**ENQUIRIES**: Ms S.P.M. Baloyi, Tel: (011) 355 3412

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.

**NOTE**: The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be
subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. NB: 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 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 tool.

CLOSING DATE: 01 December 2017

OTHER POSTS

POST 46/373: MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO02
Directorate: Obstetrics & Gynaecology

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: Far East Rand Hospital

REQUIREMENTS: MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Working experience in labour ward, doing Caesarean section, having surgical and aesthetic skills will be added advantage.

DUTIES: The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medial ailments/conditions, obstetrics and gynaecological emergencies. Perform caesarean sections, reduce serious adverse events emanating from labour process. Supervise midwives in the labour ward complex. Ensure good maternal and prenatal care. Thrive for ZERO maternal deaths. Address all avoidable factors that contribute to maternal morbidity & mortality. Overall of obstetrics & gynaecology patients in a regional hospital, antenatal, intrapartum and postnatal patients Trauma & Emergency unit. Supervising junior doctors (undergraduate’s students, interns and community service doctors). Willing to do committed overtime.

ENQUIRIES: Dr A. Mthunzi, Tel. No: 011 812 8546

APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID and qualifications to be attached A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 24 November 2017

POST 46/374: PHARMACY SUPERVISOR GRADE 1 (1 POST) REF NO: CHBAH59
Directorate: Pharmacy
This is the re-advertisement previous applicants are encourage to apply

SALARY: R736 425 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. A minimum of 3 years' appropriate experience required after registration as Pharmacist with the SAPC.

DUTIES: Unit manager within the pharmacy. Supervision of medicine purchase, storage, distribution and control. Control of schedule 6 medicines and substances. Supervision of medicines pre-packing, manufacturing and compounding processes. Provisioning of high quality pharmaceutical care. Project management. Human resources management, staff training, staff appraisals and supervision of work teams in the pharmacy. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Ability to act with tact and discretion. High level of reliability. Ability to maintain confidentiality. Must be able to work under pressure and take initiative. Must be self-motivated. Knowledge of budget planning as well as the Public Finance and Management Act. Deputize for the responsible pharmacist /pharmacy manager when necessary. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES: Mr. L Maswabi (011) 933 9864/0327

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 01 December 2017
POST 46/375: ASSISTANT MANAGER (SPECIALTY) 2 X POSTS – REF NO: HRM 09/2017
Directorate: Nursing Services

SALARY: R546 315. Per annum (plus benefits) Day and Night Duty
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have Nursing Administration and Advanced Psychiatric Qualifications. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience in psychiatry after obtaining the advanced psychiatric qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, public sector relevant legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver’s license and current registration with SANC. Ability to drive and implement change.

DUTIES: To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients’ Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES: Ms. M.M. Sono, Tel. No: (011) 951-8202
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 01 December 2017

POST 46/376: OPERATIONAL MANAGER: NURSING SPECIALITY IN SURGERY (PN-B3) (1 POST) REF NO: CHBAH58
Directorate: Nursing Services

SALARY: R499 953 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty (Oncology wards) after obtaining the one (1) year post-basic qualification in Oncology Nursing Science. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional legal framework.
Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards

ENQUIRIES
APPLICATIONS

APPLICANTS should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION
NOTE

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification(s) including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

POST 46/377
OPERATIONAL MANAGER (SPECIALITY NURSING – LABOUR WARD PNB 3
- REFS/001975
Directorate: Nursing Department

SALARY
CENTRE
REQUIREMENTS

R499 953 per annum (plus benefits)
Pretoria West Hospital
Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 9 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality.
DUTIES: Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Ms HMM Strydom Tel: No: (012) 380 1206
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online at: www.gautengonline.gov.za

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

cLOSING DATE: 01 December 2017

POST 46/378: OPERATIONAL MANAGER (SPECIALTY UNIT) 1 x POST – REF NO: HRM 08/2017
Directorate: Nursing Services

SALARY: R465 939 – R524 415. Per annum (plus benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Sound interpersonal, good communication and leadership skills. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and legislative framework. A valid driver’s license.

DUTIES: Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Participate in staff development, uphold the nursing strategy and compile reports. Preferably female applications to meet equity in the Institution.

ENQUIRIES: Ms. M.M. Sono, Tel. No: (011) 951-8202
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 01 December 2017

POST 46/379: OPERATIONAL MANAGER NURSING GR 1: (GENERAL) CCMT REFS/001944 (1 POST)
(Re-Advertisement)
Directorate: Nursing

SALARY: R394 665 – 444 195. Per annum (plus benefits)

CENTRE: Carletonville Hospital

REQUIREMENTS: Basic R425/R683 qualification i.e. Diploma/Degree in General, Psychiatry, Community and Midwife/Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional
Nurse with the SANC in General Nursing. Recognizable certificate in NIMART, PMTCT, TB/MDR and experience in nursing in clinical (HAST) setting will be an added advantage. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks with professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions.

DUTIES:

- Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management the wellness program (Management of ARV care and provide holistic health care to HIV infected patients/family). Facilitate and support Facilitate and support the implementation of the HAST programme. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding the comprehensive management of HIV/AIDS. Implement Quality Assurance standards and other mandatory priorities related to HAART management. Monitor utilization of Financial and Human resources. Participate in TB screening activities. Conduct periodic audits (e.g. adherence to guidelines and protocols) and develop quality improvement plan. Maintain professional /ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES:

Mrs M Matandela Tel no (018) 788 1704

APPLICATIONS:

Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za

NOTE:

Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply

CLOSING DATE:

24 November 2017

POST 46/380:

OPERATIONAL MANAGER (GENERAL NURSING) PN-A5 REFS/001974

Directorate: Nursing Department

SALARY:

R394 665 per annum (plus benefits)

CENTRE:

Pretoria West Hospital

REQUIREMENTS:

Basic qualification accredited with SANC in terms of Government Notice R425 that is diploma/degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and a minimum of 2 years verified experience in Casualty Department. Good communication and sound interpersonal skills. Knowledge: An understanding of all Nursing Legislation and Health Act.

DUTIES:

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e interprofessional and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of casualty nursing guidelines; practices, standards and procedures. Manage and monitor proper utilization of human; financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:

Ms HMM Strydom Tel: No: (012) 380 1206

APPLICATIONS:

Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

CLOSING DATE: 01 December 2017

POST 46/381: PROFESSIONAL NURSE SPECIALITY (PNB 1) POST NO:Refs/001935

Directorate: Nursing

SALARY: R340 431 per annum (plus benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS:
A Basic R425 qualification (i.e. 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 the relevant specialty. A minimum of 1years’ appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1year’s of the period referred to above must be appropriate/recognizable experience working in Trauma and Emergency / ICU unit obtaining the one year post-basic qualification in the relevant specialty. Good communication skills, verbal and written, understanding of National Core Standard, able to work under pressure.

DUTIES:
Provide direction and supervision for the implementation of the nursing care plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Manage PMDS of the subordinates. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. TG Baloyi Tel No: (011) 489 0896

APPLICATIONS:
Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. Please note that employment vetting is mandatory

CLOSING DATE: 23 November 2017

POST 46/382: PROFESSIONAL NURSE GR 1: SPECIALITY (OPERATING THEATRE) REFS NO-001979

Directorate: Nursing

SALARY: R340 431 – 394 665 per annum (plus benefits)

CENTRE: Carletonville Hospital

REQUIREMENTS:
Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in terms of Government Notice No R212 in operating theatre. A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing. Competencies: leadership, management, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including
awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Knowledge of nursing legislation and related legal and ethical nursing practices.

**DUTIES**
- Provision of optimal holistic specialized nursing care with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Participate in training and research. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

**ENQUIRIES**
- Mrs. M. Matandela, Tel No: 018 788 1704

**APPLICATIONS**
- The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

**NOTE**
- Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**
- 24 November 2017, 16:00

**POST 46/383**
- PROFESSIONAL NURSE: SPECIALITY GR 1 (TRAUMA AND EMERGENCY)
- **RENS NO:** 001980
- Directorate: Nursing

**SALARY**
- R340 431 – 394 665 per annum (plus benefits)

**CENTRE**
- Carletonville Hospital

**REQUIREMENTS**
- Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Registration certificate as a Professional Nurse and proof of current registration (2017 annual practicing certificate) with the SANC. A post basic nursing qualification with a duration of at least one year accredited with the SANC in terms of Government Notice No R212 in trauma and emergency. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing. Competencies: leadership, management, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Knowledge of nursing legislation and related legal and ethical nursing practices.

**DUTIES**
- Provision of optimal holistic specialized nursing care with set standards and within a professional/legal framework in area of specialty. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Participate in training and research. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

**ENQUIRIES**
- Mrs. M. Matandela, Tel No: 018 788 1704

**APPLICATIONS**
- Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE**
- The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV,
POST 46/384  
**PROFESSIONAL NURSE (SPECIALITY) X 10 REF NO: REFS/001976**

Directorate: Nursing (Psychiatric / Accident and Emergency / Theatre / Maternity / Neonatal / Paediatric)

**SALARY**
R340 431. Per annum. (Plus benefits)

**CENTRE**
Tambo Memorial Hospital

**REQUIREMENTS**
Basic qualification accredited with the SANC in terms of Government Notice 425 (ie. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice no. R212 in the relevant speciality. A minimum of 4 years appropriate / recognisable experience in nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years' experience working in Psychiatric / Accident and Emergency / Theatre / Maternity / Neonatal / Paediatric unit with duration of at least 1 year Post Basic Qualification in above mentioned specialities. Good communication skills, verbal and written; understanding of National Core Standards; able to work under pressure.

**DUTIES**
Provision of optimal, holistic specialised nursing care with set standards and within a Professional Legal Framework. Effective utilization of resources, participation in training and research. Provision of support to nursing service. Maintain professional / growth / ethical standards and self-development. Work as part of Multi-Disciplinary team to ensure good nursing care that is cost effective, equitable and efficient manner. Adherence to quality assurance standards.

**ENQUIRIES**
Ms. Ndlovu (Psychiatric), Ms. N. Prince (Accident and Emergency), Ms. J. Phaswana (Operating Theatre), Ms. Mogudi (Paediatric and Neonatal) and Ms. Mohlabane (Maternity). Tel no (011) 898 8314

**NOTE**
Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at www.gautengonline.gov.za

CLOSING DATE: 24 November 2017
CLOSING DATE : 24 November 2017, 16:00

POST 46/386 : FINANCIAL CONTROLLER (Level 7) 1 (1 POST) REF NO: CHBAH57
Directorate: Finance (Revenue).

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

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 with 3 years’ experience in revenue. Computer literacy (Ms Word and Ms Excel). Must have experience in MEDICOM, BAS and e: SAP Systems. Knowledge and understanding of the PFMA, ICD 10 coding, Uniform Patient Fee Schedule, Treasury Regulation and Administrative Procedure Manual. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Exposure to Basic Accounting System will be an added advantage will be an added advantage.

DUTIES : Supervise staff responsible for billing of self-funded, private and externally funded patients in accordance with UPFS system. Responsible for cash and debt management units. Ensuring compliance in terms of banking processes and see to it that all the correspondences needed by the auditors are in place, write offs and payment allocations. Responsible for vendor management in ensuring that bills are settled and followed-up on outstanding payments in accordance with Procedure Manual Part 5. Plan, organize and coordinate the activities of the section. Responsible for the development, evaluation and management of staff to promote productivity. Compile annexure F (Patient Fee Transaction Statement), reconciliation of revenue register receipts and deposit with BAS (Acc.no. 1), account no. 2 (Patient monies), donation reconciliations and other revenue reports. Ensure that revenue target is met. Perform any other reasonable tasks. Maintenance of user-friendly office. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms D. Hlongwane or Ms T.C. Mbabane (011) 933-8541/8315

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Ms D. Hlongwane or Ms T.C. Mbabane

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG).
(No copies of certified copies allowed, certification should not be more than three (3) 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. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 01 December 2017

POST 46/387 : HELPDESK/ CALL CENTRE SUPERVISOR, REF NO: REFS/001948
Directorate: Information Communication Technology (I.C.T)

SALARY : R226 611 per annum (plus benefits)
CENTRE : Johannesburg, Central Office
REQUIREMENTS : Post Matric I.T/Computer Science ITIL/ Corbit qualification. Helpdesk / Service desk certification. Minimum of 5 years continuous experience as a Desktop Technician or 6 years continuous experience as the I.T Helpdesk or service desk environment. Comptia/ Microsoft A+ or N+ or MCSE Certification. Knowledge of operating and application systems (UNIX, Linux, Windows 8, MS Office 2010 or latest and Vista). Sound knowledge of Microsoft Products. 24/7 rotational basis. Customer orientated.


ENQUIRIES : Mr. Tebogo Raditshemega, Tel (011) 241 5756
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified

CLOSING DATE : 01 December 2017

POST 46/388 : PROFESSIONAL NURSE GRADE 1(GENERAL) MATERNITY: REFS NO-001977 (3 POSTS)
Directorate: Nursing

SALARY : R226 083 – 262 092 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration certificate with the SANC as Professional Nurse and proof of current registration. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care
including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards.

**DUTIES:**
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.

**ENQUIRIES:**
Mrs. M. Matandela, Tel No: 018 788 1704

**APPLICATIONS:**
Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at www.gautengonline.gov.za

**NOTE:**
Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply.

**CLOSING DATE:**
24 November 2017, 16:00

**POST 46/389:**
ENROLLED NURSING ASSISTANT GRADE 1 (12 POSTS) – REF NO: HRM 07/2017
Directorate: Nursing

**SALARY:**
R116 625. per annum

**CENTRE:**
Sterkfontein Hospital

**REQUIREMENTS:**
Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. At least 2 years' experience working as ENA. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter. Previous Psychiatric experience will be an added advantage.

**DUTIES:**
Assist patients with activities of daily living, i.e. maintain good hygiene, nutrition, measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Preferably male nurses of any race, to meet equity and address the needs of the patients.

**ENQUIRIES**
Ms. M.M. Sono, Tel. No: (011) 951-8202

**APPLICATIONS:**
Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver's licence to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE:**
Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE:**
01 December 2017

**POST 46/390:**
NURSING ASSISTANT GRADE 1 REF NO: 001978
Directorate: Nursing

**SALARY:**
R116 625 – 131 265 per annum (plus benefits)

**CENTRE:**
Carletonville hospital

**REQUIREMENTS:**
Qualification that allows registration with the SANC as Nursing Assistant. Proof of current registration with the SANC as nursing assistant. Experience or no experience in nursing after registration with SANC as Nursing Assistant.
Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele Principles). Knowledge of nursing legislation and related legal and ethical nursing practices.

**DUTIES**

- Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

**APPLICATIONS**

- The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification

**NOTE**

- Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za

**CLOSING DATE**

- 24 November 2017

**POST 46/391**

- **MACHINE OPERATOR REF NO: REFS/001984**

**Directorate**: Nursing training and education

**SALARY**

- R107 886. per annum (plus benefits)

**CENTRE**

- Rahima Moosa Nursing College

**REQUIREMENTS**

- Minimum qualification of Grade 10 or Lever 4 ABET qualification with a minimum of 6 months -1 year experience, ability to communicate in more than one official language, passion for work, knowledge of customer care, self-motivated to work in a team, must be able to accept responsibility and complete work with acceptable pressure, be able to maintain confidentiality. Basic computer literacy would be an added advantage.

**DUTIES**

- Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine , inform the supervisor of any problems, ensure that there is an adequate supply of paper, toner and ink as required, record all Photostatting in register, balance the register at the end of every month and submit the figures to the supervisor, control economical usage of paper , register all documents before it is sent to the GDF (GSSC) , receive and send faxes.

**ENQUIRIES**

- Mr. L. Rasebotsa Tel No: (011) 247 3300/43

**APPLICATIONS**

- All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: www.gautengonline.gov.za

**NOTE**

- State all your competencies, training and knowledge in your C.V. Certification stamp must not be more than three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

**CLOSING DATE**

- 24 November 2017
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za

CLOSING DATE: 08 December 2017, 12H00 No late applications will be considered.

NOTE: 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). Applications should be submitted strictly online at www.gautengonline.gov.za and it 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). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

POST 46/392: DIRECTOR- SERVICE DELIVERY (REF NO: REF/001986)

SALARY: R948 174. Per Annum (All package inclusive)

CENTRE: Johannesburg Region

REQUIREMENTS: Grade 12 plus NQF Level 7/Degree in Public Administration. 7 – 10 years relevant experience in a Housing delivery environment and Housing Subsidy Administration and Customer Relations Management. A valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.

DUTIES: Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration on a daily basis; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications. Ensure strategic Direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.

ENQUIRIES: Mr. Keith Khoza - (011) 355 - 4275.

PROVINCIAL TREASURY

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

APPLICATIONS: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE: 01 December 2017

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to
the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POST

POST 46/393 : SENIOR BUYER: TRANSVERSAL SOURCING
Directorate: Provincial Supply Chain Management
(This a re-advert, Candidates who have previously applied for this post need not re-apply, as their applications will be considered.)

SALARY : R281 418. Per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification in National Diploma or Degree in Supply Chain Management or Purchasing Management or related qualifications. 1 – 2 years’ experience in procurement and/ or supply chain management. Advanced certificate in Supply Chain Management will be an added advantage. Knowledge of procurement best practices including sourcing strategies. Experience in vendor management and BBBEE/SMME development and understanding of the South African Market.

DUTIES : Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices. Responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies. Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels. Responsible for ensuring compliance to Public Sector Supply Chain Management policies and procedures. Analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies. Provision of technical assistance for complex departmental purchases and service requirements.

ENQUIRIES : Ms Tshiamo Sokupha, Tel, No: 011 227 - 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Zanele Mbeki Frail Care Centre, 3 Vlakfontein Road, Dunnotar, 1496. Dr Fabian and Florence Ribeiro Treatment Centre Sonderwater Prison, Cullinan.

CLOSING DATE : 01 December 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Department
also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

ERRATUM: Gauteng: Department of Social Development:
Kindly note that the post of Senior Administration Officer: Office Administration Ref No: SD/2017/11/09 that was published in Vacancy Circular 45 dated 10 November 2017, has been withdrawn. The post of Senior Administration Officer: Monitoring and Evaluation Ref: SD/2017/11/11 was advertised with the incorrect requirements, The correct requirements reads as follows: A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation with 2-3 years’ experience in Performance Monitoring and Evaluation environment or Grade 12 with more than 10 years’ experience. A valid driver’s license. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual, and also the post of Senior Administration Officer: Internal Control Ref No: SD/2017/11/08 was advertised with the incorrect post name and requirements, The correct post name reads as follows: Senior Administration Officer: Internal Control X2 REF NO: SD/2017/11/08 and the requirements reads as follows: A three year National Diploma/Degree in the field of internal Auditing. Experience in Internal Control environment will be an added advantage. A valid code B driver’s license. Basic knowledge and understanding of PFMA and Treasury regulations. Skills and Competencies: Analytical, communication, interpersonal, planning and organising and coordination skills. Honesty and integrity.

OTHER POST

POST 46/394

PROFESSIONAL NURSE SPECIALITY PHC X3/ PSYCHIATRY X5 REF NO: SD/2017/11/26

SALARY

R340 431 - R 514 962 per annum (within the OSD framework)

CENTRE

Zanele Mbeki Frail Care Centre x2

Dr Fabian and Florence Ribeiro Treatment Centre x6

REQUIREMENTS

A Diploma/Degree in Nursing or equivalent qualification plus qualification in Primary Health Care(PHC)/ Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years’ experience as a Professional Nurse. Submission of valid proof of registration with the council. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution Skills and Competencies: Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.

DUTIES

Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
ENQUIRIES : Ms Z Nhlapo Tel: (011) 817 7303 Zanele Mbeki - Ms K Lekalakala Tel: (012) 734 8319 Dr Fabian and Florence Ribeiro.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The department is an equal opportunity, affirmative action employer and is committed to empowering
disabled people

APPLICATIONS: The Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 24 November 2017 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. 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 the technical exercise, the selection committee will recommend the 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. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 46/395: DIRECTOR: CAPACITY BUILDING: REFERENCE: 1/ 2017 (CB)
Capacity Operations and Implementation

SALARY: R948 174. Per Annum (All Inclusive Senior Management Service Package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a relevant Bachelor’s Degree /NQF 7 level coupled with 5 years’ experience at middle/senior managerial level in public and or municipal sector. The successful candidate must have: Sound knowledge and understanding of relevant legislations & policies, Knowledge of project management, Knowledge of the functioning of Local government, Strategic planning and problem solving skills, Knowledge of financial management, Team development, problem solving and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid driver’s license.

DUTIES: The successful candidate will be required to manage and implement rollout of capacity building programme with the following key responsibilities: Monitor the impact of training programmes implemented, Manage and assess the impact of the performance of external capacity resources in the province, municipalities and traditional institution, Manage and monitor learnership programmes, Coordinate capacity building programmes for the department, Manage the resources of the Directorate

ENQUIRIES: Ms H Khunoethe Tel no: (033) 355 6325

POST 46/396: DIRECTOR: DISASTER MANAGEMENT OPERATIONS REFERENCE: 1/ 2017 (DM)
Directorate: Disaster Management Operations

SALARY: R948 174. Per Annum (All Inclusive Senior Management Service Package)
CENTRE: Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of appropriate Bachelor’s Degree /NQF level 7 coupled with 5 years’ experience at middle/senior managerial level in public and or municipal sector. The successful candidate must have: -Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service , Awareness & understanding of service delivery environment, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid driver’s license.

DUTIES:
The successful candidate will be required to facilitate disaster management interventions & support at provincial and municipal levels with the following key responsibilities: - Facilitate disaster management awareness, preparedness and capacity building, Facilitate volunteerism at all spheres of government, Facilitate disaster management emergency responses, Establish and maintain communication links between all spheres of government, manage the resources of the unit.

ENQUIRIES:
Mr J Ndlazi  Tel no: (033) 846 9003

OTHER POSTS

POST 46/397:
DEPUTY DIRECTOR: CAPACITY OPERATIONS AND IMPLEMENTATION
REF: 2/2017 (CD)
Business Unit: Capacity Operations and Implementation

SALARY:
R779 295. Per Annum (All Inclusive Middle Management Service Package)

CENTRE:
Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of appropriate Bachelor’s Degree/National Diploma or equivalent qualification coupled with 3-5 years relevant management experience. The successful candidate must have: -Knowledge of planning and team development, Knowledge of decision making and problem solving, Good planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid driver’s license.

DUTIES:
The successful candidate will be required to develop and maintain capacity building Systems with the following key responsibilities: -Implement and assess the impact of the performance of external capacity resources on the Province, Municipalities and Traditional Institutions, Monitor the learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, Coordinate capacity building programmes in various districts assigned.

ENQUIRIES:
Ms H Khunoethe Tel no: (033) 355 6325

POST 46/398:
DEPUTY DIRECTOR: DISASTER MANAGEMENT IMPLEMENTATION (3 POSTS) REFERENCE: 2/2017 (DM)
Directorate: Disaster Management Operations

SALARY:
R779 295. Per Annum (All Inclusive Middle Management Service Package)

CENTRE:
Pietermaritzburg

REQUIREMENTS:
The ideal candidate must be in possession of a relevant Bachelor’s Degree/National Diploma / NQF level 6 or equivalent qualification coupled with 3-5 years junior management experience in public service and / or Local Government. The successful candidate must have: Knowledge of interpretation of relevant legislation, Knowledge of formulation of policies, Knowledge of financial management, Good planning, problem solving and project management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid driver’s license.

DUTIES:
The successful candidate will be required to support, co-ordinate and manage municipal disaster management policy frameworks, plans, interventions and responses at departmental regional levels with the following key responsibilities:-
Facilitate the development of municipal disaster management policy frameworks,
Facilitate the development of municipal disaster management capacity, Support
municipal community awareness and volunteer campaigns, Support municipal
disaster management monitoring and evaluation, Support municipal disaster
management preparedness and responses, Management of resources.

ENQUIRIES
: Mr J Ndlazi Tel no: (033) 846 9003

POST 46/399
: DEPUTY DIRECTOR: DISASTER MANAGEMENT CENTRE
REFERENCE: 3/2017 (DM)
Directorate: Disaster Management Operations

SALARY
: R657 558. Per Annum (All Inclusive Middle Management Service Package)
CENTRE
: Pietermaritzburg
REQUIREMENTS
: The ideal candidate must be in possession of a relevant Bachelor’s Degree/National Diploma / NQF level 6 or equivalent qualification coupled with 3 years junior management experience in public service and / or Local Government. The successful candidate must have: Sound knowledge of relevant legislations & policies, Knowledge of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of Structure & functioning of Government, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), computer literacy in MS Office, A valid driver’s license.

DUTIES
: The successful candidate will be required to ensure that the Provincial Disaster Management Centre operates in an effective and coordinated fashion with the following key responsibilities:- Provide administrative and logistical support to the Business Unit, Operate the Disaster Management: Management Information System, Compile incident reports, Disseminate early warnings to appropriate disaster management practitioners, Support regional implementation teams

ENQUIRIES
: Mr J Ndlazi Tel no: (033) 846 9003

POST 46/400
: ASSISTANT DIRECTOR: WATER AND SANITATION
Business Unit: Municipal Infrastructure Development

SALARY
: R343 545.
CENTRE
: Pietermaritzburg
REQUIREMENTS
: The ideal candidate must be in possession of a Bachelor’s Degree/ National Diploma or equivalent tertiary qualification in the field of Public Management coupled with 3 years relevant experience in public sector, as well as stakeholder management experience. The successful candidate must have: Knowledge of structure & functioning of government, Knowledge of administration, knowledge of service delivery policy, Leadership, supervisory and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers license.

DUTIES
: The successful candidate will be required to support facilitation of municipal basic service delivery with the following key responsibilities, Assist in the establishment of forums for co-ordination of water delivery, Render support in the provision of Free Basic Water and Sanitation, Assist in research and development of water and sanitation strategies, new and alternative technology, Support facilitation of water and sanitation service provider agreements, Facilitate monitoring and evaluate provision of Free Basic Water and Sanitation, Facilitate implementation of municipal capacity building programmes, Manage resources of the component.

ENQUIRIES
: Mr A Evetts Tel no: (033) 355 6170

DEPARTMENT OF HEALTH

APPLICATIONS
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE
: 24 November 2017

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

MANAGEMENT ECHELON

POST 46/401 : MEDICAL SPECIALIST x 2 REF: Medspecrheum/1/2017
Department: Rheumatology

SALARY : GRADE 1: R991 857 per annum,(all inclusive Salary package) excluding commuted overtime. No experience required. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa

GRADE II: R1 134 069 p.a. (all inclusive salary package) excluding commuted overtime Requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as Specialist Physician

The appointment to GRADE 3 R 1 316 136 per annum (all inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Specialist Physician

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBChB or equivalent qualification and Current registration as a Specialist Physician with the Health Professions Council of South Africa. FCP (SA) and Cert Rheum.

DUTIES : To efficiently execute duties which support the aims and objectives of Department of Rheumatology. To participate and contribute to the education, training, research, quality assurance and outreach activities of the Department of Rheumatology. To provide specialist care for in-patients and outpatients in the Department of Rheumatology. To supervise the training of medical students, registrars in Internal Medicine and sub-speciality trainees in Rheumatology. To participate in the undergraduate and postgraduate training program in the Department of Internal Medicine To participate in the administrative responsibilities of the Department of Rheumatology. Must participate in the research activities of the department and register for a Masters / Doctoral degree as appropriate. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when necessary

ENQUIRIES : Prof GM Mody – 031 260 4284

OTHER POSTS

POST 46/402 : OPERATIONAL MANAGER NURSING: SPECIALITY NURSING STREAM PN-B3 PAEDIATRIC BURNS REFERENCE: OPMAN (Spec Nurs)- Paeds Burns/1/2017

SALARY : R499 953 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
CENTRE: Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS:
Degree/Diploma in General nursing plus 1 year post basic qualification Child Nursing Science / Paediatric Nursing Science ) Current registration with SANC as General Nurse and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the Paediatric speciality after obtaining the 1-year post- basic qualification Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi- disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs and expectations (Batho Pele and Patients’ Rights charter). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES:
Work as part of a multi-disciplinary team to ensure quality health outcomes. Ensures cost effective, equitable and efficient utilization of human and material resources. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Ensure and facilitate implementation of healthcare standards as guided by the National Core Standard. Participates and facilitates implementation of priority programs of health department. Facilitates and supports continuous professional development and research within the unit.

ENQUIRIES:
Miss NO Mkhize Tel No: (031) 240 1063

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE:
24 November 2017

POST 46/403
CHIEF RADIOPHGR (GRADE 1) (DIAGNOSTIC) X1 POST
REF NO: Chiefradiag/2/2017

SALARY:
R414 069 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance-
Employee must meet prescribed requirement

CENTRE:
IALCH

REQUIREMENTS:
An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. The said three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current. Recommendations Experience in a radiology department of a government central level health institution that is completely digital is preferred. Advanced CT and Angiography experience eg. CT angiography & DSA will be an added advantage. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Ability to train Junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDS. Knowledge and experience of quality
assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills

DUTIES
Assist with the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Provide clinical radiographic services in a completely digital radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

ENQUIRIES
MS BV Mfeka Tel No: 031 2401950

APPLICATIONS
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE
24 November 2017

POST 46/404
CLINICAL PROGRAMME CO-ORDINATOR: CASE MANAGER -GRADE 1: REF NO: HRM 47/2017 – 01 POST
Directorate: Finance
(Persons with disabilities and African females are encouraged to apply)

SALARY
GR 1: R394 665. – R444 195. per annum

CENTRE
King Edward VIII Hospital (KEH)

REQUIREMENTS
Degree or National Diploma in Nursing, 3-5 years experience in nursing, healthcare and therapy, registration with SANC Knowledge, Skills, Training and Competencies Required: Nursing care, hospital generic and specific departmental policies, validating information, planning and organizing skills, communication skills, report writing skills

DUTIES
Key Performance Areas: Effective management of bed occupancies and implementation of centralized bed management and discharge plans, maintain centralized Hospital bed management and discharge plans that provide information about the availability of beds and render regular and updated Hospital bed status for informed admission and discharge decisions, monitor length of stay of patients and follow up reasons for prolonged stay where applicable, to ensure that policies of patients external funders are observed as far as possible for maximum reimbursement of services rendered to the respective funded patients, support Revenue generation through allocation of accurate ICD 10 coding on patients charts and through liaising with doctors where necessary with regards to analysis of clinical procedures performed to the patient for maximum billing of all and including externally funded patients, serve as a conduit for all Doctors in booking and rescheduling patients for admission, manage accounts for outsourced Patient care services, eg. Home oxygen supplier, ICU buyouts when applicable etc., work in close relationship with the Service provider for patient information system, to maintain necessary confidentiality in patient information and information requirements by funders responsible for paying patient fees, complete and enhance the outputs of the Health Information system by verifying wards statistics with electronic reports for admission and discharges, any relevant activity that links Patient care activities and Revenue collection activities that require clinical analysis and classification that cut across Revenue enhancement and quality patient care

ENQUIRIES
Ms. N. Ncume Tel No: 031 3603000

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
30 November 2017
ANNEXURE R

PROVINCIAL ADMINISTRATION: LIMOPO
DEPARTMENT OF EDUCATION

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 : All applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY].


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), which must be completed in full, originally signed and dated by the applicant. Applications should be accompanied by a recent updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications, identity document and a valid driver’s licence. The shortlisted candidates will be subjected to a personnel suitability check (i.e verification of educational qualifications, previous work experience, citizenship, reference checks, criminal records checks, verification of financial / assets records check and security vetting). Applicants must access details of this advertisement from the Limpopo Provincial Government www.limpopo.gov.za / Department of Education / (www.education.gov.za) and the DPSA websites www.dpsa.gov.za. 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.

OTHER POSTS

POST 46/405 : 2 X EDUCATION PSYCHOLOGIST GRADE 1: REF NO: LDoE 07/11/2017 & LDoE 08/11/2017 (2 Years Contract)

Learners with severe to profound intellectual disabilities (LSPID)

SALARY : Total salary package: R633 702 (level: 11)

CENTRE : Head Office Polokwane

REQUIREMENTS : NQF level 7/8 or relevant qualification as recognized by SAQA as a Psychologist. Applicants must be in possession of an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Computer literacy. A valid Driver’s licence will be an added advantage. Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should able to take initiatives, work under pressure. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing Transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).
**DUTIES**: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided; Incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES**: Mr. Nethengwe S @ 015 284 6500.

**NOTE**: The person must be prepared to register with South African Council of Educators (SACE).

**POST 46/406**: 2 x CHIEF OCCUPATIONAL THERAPIST Grade 1: REF NO: LDoE 01/11/2017 & LDoE 02/11/2017

(2 Years Contract)

Learners with severe to profound intellectual disabilities (LSPID)

**SALARY** : R414 069 (Level: 10)

**CENTRE** : Head Office (Polokwane)

**REQUIREMENTS** : NQF level 6/7 as recognized by SAQA or relevant qualification as an Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A valid driver’s licence will be an added advantage. Computer Literacy. Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, Ability to work independently and under pressure. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

**DUTIES**: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES**: Mr. Nethengwe S @ 015 284 6500.

**NOTE**: The person must be prepared to register with South African Council of Educators (SACE).

**POST 46/407**: 2 x CHIEF PHYSIOTHERAPIST GRADE 1: REF NO: LDoE 03/11/2017 & LDoE 04/11/2017

(2 Years Contract)

Learners with severe to profound intellectual disabilities (LSPID)

**SALARY** : R414 069 (Inclusive Package R567 274) (Level: 10)

**CENTRE** : Head Office Polokwane
REQUIREMENTS: NQF level 6/7 as recognized by SAQA or relevant qualification as a Physiotherapist. Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Computer literacy. A valid Driver’s licence will be an added advantage. Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. Ability to work independently and under pressure. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Mr. Nethengwe S @ 015 284 6500.

NOTE: The person must be prepared to register with South African Council of Educators (SACE).

POST 46/408: 2 X CHIEF SPEECH & LANGUAGE THERAPIST GRADE 1: REF NO: LDoE 05/11/2017 & LDoE 06/11/2017 (2 Years Contract)

LEARNERS WITH SEVERE TO PROFOUND INTELLIGENCE DISABILITIES (LSPID)

SALARY: R414 069 (Inclusive Package R567 274) (Level: 10)

CENTRE: Head Office Polokwane

REQUIREMENTS: NQF level 6/7 as recognized by SAQA or relevant qualification as a Speech and Language Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Language Therapist. Computer literacy. A valid Driver’s licence will be an added advantage. Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. Ability to work independently and under pressure. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

DUTIES: As a member of the Transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.
ENQUIRIES: Mr. Nethengwe S @ 015 284 6500.

NOTE: The person must be prepared to register with South African Council of Educators (SACE).

(2 Years Contract)
Learners with severe to profound intellectual disabilities (LSPID)

SALARY: R414 069

CENTRE: Head Office (Polokwane)

REQUIREMENTS:
- NQF level 6/7 as recognized by SAQA or relevant qualification as a Social Worker.
- Registration with the South African Council for Social Services Profession (SACSSP) as Social Worker. Computer literacy. A valid Driver’s licence will be an added advantage.
- Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; Monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Mr. Nethengwe S @ 015 284 6500.

NOTE: The person must be prepared to register with South African Council of Educators (SACE).

POST 46/410: 2 X SENIOR EDUCATION SPECIALIST GRADE 1: REF NO: LDoE 09/11/2017 & LDoE 10/11/2017
(2 Years Contract)
Learners with severe to profound intellectual disabilities (LSPID)

SALARY: R367 773 (Inclusive Package R503 849) Level: 09

CENTRE: Head Office Polokwane

REQUIREMENTS:
- NQF level 6/7 or relevant qualification as recognized by SAQA. Qualifications in Professional Teacher qualification will be an added advantage. They should be registered with the South African Council of Educators (SACE) as professional educator and have 5 years’ experience in the educational field. The incumbent must have in-depth knowledge and understanding of education legislation and policies. Computer literacy. A valid Driver’s licence will be an added advantage.
- Competencies: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).
centres and special schools that include learners with severe to profound intellectual disability (LSPID).

**DUTIES**: As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES**: Mr. Nethengwe S @ 015 284 6500.

**NOTE**: The person must be prepared to register with South African Council of Educators (SACE).
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

MANAGEMENT ECHELON

POST 46/411: CHIEF EXECUTIVE OFFICER
Chief Directorate: General Specialist and Emergency Services

SALARY: R 948 174 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Lentegeur Hospital

REQUIREMENTS:
Minimum educational qualification: A Degree/advanced Diploma in a health or Social Science or related field or a 4-year Degree in an appropriate management field. Experience: Appropriate experience and proven track record in all major aspects of Health management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong management skills in all aspects within a health care environment. Note: Shortlisted candidates will be subjected to competency test. No payment of any kind is required when applying for this post.

DUTIES:
(Key result areas/outputs): Overall responsibility for clinical service delivery of agreed package of care. Overall responsibility for Clinical Governance of the hospital i.e ensure effective and efficient management of all aspects of patient care ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance including all aspects of Human Resource Management and Development, Financial Management and management of Support Services. Manage the health facility efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health department.

ENQUIRIES:
Dr S Kariem, tel. no. (021) 815-8708

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

FOR ATTENTION:
Ms C Dawood

CLOSING DATE:
01 December 2017

OTHER POSTS

POST 46/412: ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY (CARDIOLOGY)

SALARY: R459 558 per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Registration with the professional council: Registration with the HPCSA in Clinical Technology in Cardiology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist (Cardiology). Inherent requirements of the job: Willingness to work 24-hour shifts. Willingness to provide standby cover for junior staff members. Competencies (knowledge/skills): Good computer skills in MS Word, Excel and Access. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Above average
academic record, work record and managerial skills. Commitment to uphold the standards of the Division of Cardiology. Extensive exposure in Clinical Technology (Cardiology). Exposure in Teaching and Research. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Deliver a clinical technology service with the Department of Cardiology in Tygerberg Hospital. Actively involved in research and training of technology staff and students. Administrative functions, as well as support to the Head of Cardiology. Supervise and control the clinical technology staff and service within Cardiology. Monitor and maintain equipment. Perform diagnostic and/or corrective procedures on patients with the aid of electronic equipment to determine and/or support cardiac function. Provide optimal patient care in Cardiology. Continuous develop and obtain clinical and technical skills required for optimal service delivery in the department. Effective delivery of training, teaching and research within the cardiology department.

**ENQUIRIES**

Prof A Doubell, tel. no. (021) 938-4400

**APPLICATIONS**

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

FOR ATTENTION

Ms V Meyer

CLOSING DATE

01 December 2017

**POST 46/413**

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL WARD)

**SALARY**

R394 665 (PN-A5) per annum

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in general nursing science. Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.

**DUTIES**

Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multidisciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

**ENQUIRIES**

Mr A Mohamed, Tel. No. (021) 404-2071

**APPLICATIONS**

To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**

Ms N Mbilini

**CLOSING DATE**

01 December 2017
POST 46/414: CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)

SALARY:
- Grade 1: R 281 148 per annum
- Grade 2: R 331 179 per annum
- Grade 3: R 390 123 per annum

CENTRE:
- Tygerberg Hospital, Parow Valley

REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Neurophysiology. Registration with the HPCSA as Clinical Technologist in Neurophysiology.
- Experience:
  - Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Must be able to function in all areas of the hospital, e.g. laboratory, ICU, theatres, etc. Competencies (knowledge/skills): Advanced knowledge of Clinical Neurophysiology and the skill to work with Paediatrics, Adult and Geriatric patients. Relevant experience in all aspects of Clinical Neurophysiology. Experience in intra-operative monitoring will be an advantage. Note: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

DUTIES:
- (key result areas/outputs): Perform good quality diagnostic procedures such as: EEG, EMG/ENG, Evoked potentials, Polysomnographs/MSLT and Long-Long EEG Monitoring. Carry out all duties pertaining to laboratory patient administration. Training of Neurological Clinical Technologists and Registrars. Assist with research and clinical trials.

ENQUIRIES:
- Mr DI Le Roux, Tel. No. (021) 938-5994

APPLICATIONS:
- the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION:
- Ms V Meyer

CLOSING DATE:
- 01 December 2017

POST 46/415: ADMINISTRATIVE OFFICER: SUPPORT SERVICES

West Coast District

SALARY:
- R226 611 per annum

CENTRE:
- Vredenburg Hospital

REQUIREMENTS:
- Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (code B/EB) driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making,
DUTIES: Effective management and supervision of staff for the support sections including Control Room, Porter services, Laundry, Transport Section, Registry, Messenger Service, Workshop and out-sourced contractors. Responsible for the effective and efficient rendering of porters and helpdesk coordination, burial and bereavement services, security management. Effective and efficient management of the Registry Section according to Policy. Effective contract management of all out-sourced firms operating at Hospital and Clinics. Effective HR functions of Support Services section's staff, discipline and provide support to facility Manager (HRM).

ENQUIRIES: Ms ME Van Vuuren, Tel. No. (022) 709-7213
APPLICATIONS: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380
FOR ATTENTION: JI Engel
CLOSING DATE: 08 December 2017
POST 46/416: ADMINISTRATION CLERK: ADMISSIONS
(Chief Directorate: General Specialist and Emergency Services)

SALARY: R152 862 per annum
CENTRE: Oral Health Centres, Tygerberg
REQUIREMENTS: Requirements. Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate Clinicom knowledge and experience. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Knowledge and experience in Public Hospital Patient Fees. Good interpersonal skills and the ability to maintain confidentiality. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

DUTIES: (key result areas/outputs): Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Responsible for sound cash management. Register new patients. Capture payments and journals on BAS and Accounts Receivable Systems. File and draw folders. Handle telephone enquiries and any ad-hoc admin duties.

ENQUIRIES: Ms C Paulsen, Tel. No. (021) 937-3047
APPLICATIONS: To the Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION: Ms P de Bruin
CLOSING DATE: 08 December 2017
POST 46/417: DRIVER (LIGHT DUTY VEHICLE) (6/8th)
Chief Directorate: General Specialist and Emergency Services

SALARY: R67 677 per annum
CENTRE: Lentegeur Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate driving experience in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence with PDP. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility, work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the greater Cape Town area. Note: No payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Conduct routine maintenance, inspection of vehicles and timeous reporting of defects. Ensure accurate completion of log books and routine administration. Ensure that all
vehicles are kept clean and tidy. Effective delivery and collection of all blood products and shuttle service for Lentegeur Hospital.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE

ENQUIRIES : Ms A Amansure, tel. no. (021) 370-1122
APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell’s Plain, 7785.
FOR ATTENTION : Mr T Simpson
CLOSING DATE : 08 December 2017

DEPARTMENT OF PROVINCIAL TREASURY

CLOSING DATE : 27 November 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 46/418 : DIRECTOR: FINANCIAL GOVERNANCE (PT 2017-12)

SALARY : All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13).
Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Provincial Treasury, Western Cape Government

REQUIREMENTS : A relevant B-degree; At least 6 years relevant management experience; A valid code B driver's license; and Must be willing to travel. Recommendations: Good working knowledge of the Public Finance Management Act (PFMA) and the Municipal Finance Management Act (MFMA); and Strategic Management Competencies: Knowledge of policy development processes; Conceptual and formulation skills; Knowledge of financial management processes; Problem solving and decision making; and Communication (verbal and written).

DUTIES : Monitor compliance in respect of legislation, norms and standards, develop assessment frameworks, perform assessments, compile reports and participate in high level engagements; Research, develop update and issue financial management capability building norms and standards and capacity building and training frameworks and monitor and report on the implementation thereof; Develop, implement and monitor financial/ corporate governance assurance norms and standards; Develop, implement and monitor policy and guidelines relating to sound financial governance and render advisory services on the application of financial legislation; and Strategic management of the directorate.

ENQUIRIES : Mr AA Hardien (021) 483 4550
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs