PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 49 OF 2017
DATE ISSUED: 08 DECEMBER 2017

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

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

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

AMENDMENTS : FREE STATE: DEPARTMENT OF HEALTH (Thusanong Hospital, Odendaalsrus): Kindly note that the post of Human Resource Officer, REF NO: H/H12 which was advertised in the DPSA Public Service Vacancy Circular No.48 dated 01 December 2017 with a closing date of 24 November 2017 has been withdrawn and also note that the posts for EASTERN CAPE: DEPARTMENT OF HEALTH advertised in circular 48 dated 01 December 2017, the closing has been changed to the 22 December 2017.
## INDEX

### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>National Department</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian Secretariat for Police Service</td>
<td>A</td>
<td>03 - 04</td>
</tr>
<tr>
<td>Correctional Services</td>
<td>B</td>
<td>05 - 07</td>
</tr>
<tr>
<td>Defence</td>
<td>C</td>
<td>08 - 10</td>
</tr>
<tr>
<td>Environmental Affairs</td>
<td>D</td>
<td>11</td>
</tr>
<tr>
<td>Government Communication and Information System</td>
<td>E</td>
<td>12 - 13</td>
</tr>
<tr>
<td>Government Printing Works</td>
<td>F</td>
<td>14 - 16</td>
</tr>
<tr>
<td>Health</td>
<td>G</td>
<td>17 - 21</td>
</tr>
<tr>
<td>Higher Education and Training</td>
<td>H</td>
<td>22 - 24</td>
</tr>
<tr>
<td>Independent Police Investigative Directorate</td>
<td>I</td>
<td>25 - 33</td>
</tr>
<tr>
<td>Justice and Constitutional Development</td>
<td>J</td>
<td>34 - 35</td>
</tr>
<tr>
<td>Labour</td>
<td>K</td>
<td>36 - 37</td>
</tr>
<tr>
<td>Mineral Resources</td>
<td>L</td>
<td>38 - 44</td>
</tr>
<tr>
<td>Planning Monitoring and Evaluation</td>
<td>M</td>
<td>45 - 47</td>
</tr>
<tr>
<td>Public Works</td>
<td>N</td>
<td>48 - 50</td>
</tr>
<tr>
<td>Rural Development and Land Reform</td>
<td>O</td>
<td>51 - 57</td>
</tr>
<tr>
<td>Small Business Development</td>
<td>P</td>
<td>58 - 59</td>
</tr>
<tr>
<td>Water and Sanitation</td>
<td>Q</td>
<td>60 - 62</td>
</tr>
<tr>
<td>The Presidency</td>
<td>R</td>
<td>63 - 72</td>
</tr>
</tbody>
</table>

### PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>Provincial Administration</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td>S</td>
<td>73 - 77</td>
</tr>
<tr>
<td>Free State</td>
<td>T</td>
<td>78 - 79</td>
</tr>
<tr>
<td>Gauteng</td>
<td>U</td>
<td>80 - 87</td>
</tr>
<tr>
<td>Kwa-Zulu Natal</td>
<td>V</td>
<td>88 - 92</td>
</tr>
<tr>
<td>Western Cape</td>
<td>W</td>
<td>93 - 118</td>
</tr>
</tbody>
</table>
ANNEXURE A

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service calls on all independent suitably qualified and interested persons to serve as member of its Audit and Risk Management Committee for a period of two years

APPLICATIONS: Applications, accompanied by a comprehensive Curriculum Vitae, together with original certified qualifications and Identity Document should be forwarded to Private Bag X 922 Pretoria 0001 or hand delivered to 217 Pretoria Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.

CLOSING DATE: 22 December 2017, NB: Please ensure that your application reaches this office before 17h00 on week-days.

NOTE: Preference will be given to African females and People with Disability.

OTHER POSTS

POST 49/01: AUDIT AND RISK MANAGEMENT COMMITTEE MEMBER REF NO: CSP/30/2017

SALARY: The member will be remunerated in terms of the approved Departmental Arrangement in line with Treasury Regulations. The Audit committee member shall be compensated in accordance with, but not to exceed, the rates as issued annually by the South African Institute of Chartered Accountants (Auditor-General of South Africa) rates.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree qualification. Have an understanding of risk management, financial and accounting management of performance information and reporting, auditing experience, legal information and communication technology, corporate governance, internal controls and knowledge of government legislation. Have the ability to lead and participate in the discussions, have a good understanding of the committee position in the governance structure, have the ability and capability to conduct the Audit and Risk Committee affairs efficiently and effectively. Previous experience in serving in the Risk Management Committee will be an added advantage. Candidate in possession of CRMA/CCSA/CIA will have an added advantage.

DUTIES: Provide advice to the accounting officer and management on the adequacy and effective implementation of risk management system in the department. Provide advice and guidance on setting risk appetite and review risk appetite and tolerance levels. Review the departments performance and Annual Financial Systems (AFS), review effectiveness of internal controls and ensure effective corporate governance. Oversee the compliance with the PFMA and other applicable legislation and best practice. Oversee the performance issues, information technology governance as it relates to integrated reporting. Manage the functional performance of internal audit quarterly. Ensure the monitoring of the implementation of a combine assurance from all the assurance providers. Review the plans for both the internal and external audit. The candidate should possess Risk management competencies, Internal and external auditing competencies, Accounting, Legal services, Information and Communication Technology (ICT) and corporate governance competencies.

ENQUIRIES: Lerato Maisela Tel no: 012 393 1916

POST 49/02: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: CSP/31/2017

SALARY: R417 552. (Level 10)

CENTRE: Pretoria

REQUIREMENTS: Relevant Bachelor’s Degree in Social Science or related fields. At least three years’ experience in the monitoring and evaluation environment. Proven experience in the development of procedures for data collection and analysis. Knowledge of the policing environment will be an added advantage. Knowledge and experience in monitoring and evaluation tools and systems. Proven Management skill. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint) and a valid driver’s licence.

DUTIES: Design tools, guidelines and procedures for assessing police conduct. Develop an annual M&E plan for the sub-directorate. Address complaints against the police and assess the management of complains in the SAPS.
Assess discipline management processes within the SAPS, Assess litigation processes in the SAPS. Monitor the SAPS implementation of recommendation from the Independent Police Investigative Directorate, Portfolio Committee for Police and the Civilian Secretariat for Police Service. Compile timely and appropriate M&E reports.

**ENQUIRIES**: Mr Kenneth Shiphamele and Mr Sammy Matsapola Tel No: 012 393 2500/4359
APPLICATIONS:

EASTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrance, Moore Street, Quigney, East London. Contact persons: Ms Z Myataza at 043 706 7832/33/54.

FREE STATE AND NORTHERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

GAUTENG REGION: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwrela at 012 420 0179/73.

KWAZULU NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

LIMPOPO, MPUMALANGA AND NORTH WEST REGION: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34.

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms M Sanders at 021 550 6059.

CLOSING DATE:

14 December 2017

NOTE:

Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months 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 reconsidered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications 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 a separate and complete application for each 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 responsibilities. It is the sole responsibility of
an applicant to ensure that their application reaches DCS before 14 December 2017 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application.

**OTHER POSTS**

**POST 49/03**

**SALARY**

R213 528 per annum

**CENTRE**


WESTERN CAPE REGION:

REQUIREMENTS

DUTIES
- Ensure the Facilitation of the implementation of the offender’s individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration).

ENQUIRIES
- Eastern Cape region: Ms Z Myataza at 043 706 7832/33/34.
- Free State & Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.
- Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.
- KwaZulu-Natal region: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.
- LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr Gugu Xaba at 012 306 2033/34.
- Western Cape region: Ms M Sanders at 021 550 6059.

NOTE
- Appointment under the Correctional Services Act.
NOTE

The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months ito the prescribed rules. Applications received after the closing date and faxed copies will not be considered.

OTHER POSTS

POST 49/04: ASSISTANT DIRECTOR, REF: CCDT/48/17/01

SALARY: R334 545 per annum (Level 9).

CENTRE: Centre for Competence Development Training, Pretoria.


DUTIES: Manage the provision of multiple learning events. Compile monthly, quarterly and annual reports. Compile the annual performance plan. Compile the MTEF Budget. Monitor the KRA’s and ensure the development of subordinates. Facilitate the expenditure of the section’s budget according to cash flow projections. Manage the personnel of the section. Attend meetings, compile the Workplace Skills Plan for the section. Present statistics to higher authority when required. Oversee the procurement process.

ENQUIRIES: Ms E. du Preez, Tel: (012) 355 6567

APPLICATIONS: Department of Defence, Training Command, DOD CCDT, Private Bag X161, Pretoria 0001 or may be hand delivered at 195 Bosman Street, Poyntons Building, Pretoria.

CLOSING DATE: 19 January 2018
POST 49/05  :  CAMERAMAN, REF: COLET/45/17

SALARY  :  R281 418 per annum. (Level 8)
CENTRE  :  Clubview, Centurion, Pretoria.
REQUIREMENTS  :  A minimum of Grade 12 (NQF Level 4) or equivalent. An appropriate recognised Media qualification will be given preference. At least one year experience where video camera work (audio-visual functional) is (or one of the) main tasks. Special requirements (skills needed): Basic digital editing and sound principles. Knowledge of the Audio Visual Production process. Good knowledge of video editing principles. Computer literate (MS Word, MS PowerPoint and MS Excel) and good camera techniques. Analytical, and photographic skills. Good communication skills (verbal and written). Good interpersonal and problem solving skills.
DUTIES  :  Video recording - Correct interpretation of video-scripts according to the SOP flow-diagram C12. Prepare and set up camera equipment and follow the relevant prescripts. Operate camera, set up lights and compose shots as per video director's instructions. Co-ordinate administrative arrangements with regards to production. Manage and control equipment as well as S&T. Responsible for final audio mix for multi-media production. Responsible for photography in support of the unit’s events. Assist with audiovisual budget related work. Carry out all the related duties as delegated.
ENQUIRIES  :  Col. B. Maloy, Tel: (012) 654 4050 (Extension 106).
Dr A. Voges, Tel: (012) 654 4050 (Extension 175).
APPLICATIONS  :  Department of Defence, SANDF College of Educational Technology (COLET), Private Bag X1, Valhalla 0137 or may be hand delivered to SANDF COLET, Corner of Driver and Gold Streets, Clubview X80, Centurion, Pretoria.
CLOSING DATE  :  26 January 2018

POST 49/06  :  TRAINING OFFICER (2 POSTS), REF: CCDT/48/17/02

SALARY  :  R226 611 per annum (Level 7).
CENTRE  :  Centre for Competence Development Training, Pretoria.
REQUIREMENTS  :  A recognised B-Degree/National Diploma/NQF Level 6 in Human Resource Development or Management of Training. Minimum of two years’ experience as an Assistant Trainer Officer. Knowledge and the understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as knowledge or HRD prescripts. Special requirements (skills needed): Good presentation and facilitation skills. Excellent written and verbal communication skills. Planning and organising skills. Time management. Ability to work independently as well as part of a team. ETDP certificate and accreditation as a CIP facilitator will serve as an added advantage. A valid driver’s license and the willingness to travel. Candidates must be prepared to undergo a practical test.
DUTIES  :  To design and develop outcome-based learning programmes. Design and develop outcome-based assessments. Design, conduct and co-ordinate research. Facilitating skills development of learners. Guide and support learners and evaluate the learning system.
ENQUIRIES  :  Mr S.B. Makaninge, Tel: (012) 392 2634.
Ms M.J. Nkoana, Tel: (012) 392 2601.
APPLICATIONS  :  Department of Defence, Training Command, DOD CCDT, Private Bag X161, Pretoria 0001 or may be hand delivered at 195 Bosman Street, Poyntons Building, Pretoria.
CLOSING DATE  :  19 January 2018

POST 49/07  :  SECRETARY II, REF: DI/42/17

SALARY  :  R152 862 per annum (Level 5).
CENTRE  :  Defence Intelligence Division, Pretoria.
REQUIREMENTS  :  A minimum of Grade 12 (NQF Level 4). Secretarial qualification and/or experience will be an advantage. Application with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of general office administration and ability to operate an efficient an organised office. Strong interpersonal skills. Computer literacy (Ms Office Suite). Co-ordination and good typing and communication skills, (written and verbal). Must be able to obtain a Secret
Security Clearance and will be required to obtain a Top Secret Security Clearance within a year.

**DUTIES**

Keep and update Director’s diary. Arrange appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support services to the Director, e.g. taking minutes, drafting agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Remove outgoing letters and files from Director’s office and distribute. Provide a reception, communication and coordination service. Provide an office security service.

**ENQUIRIES**

Ms T.C. Nkopane, Tel: (012) 315 0508.

**APPLICATIONS**

Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria.

**NOTE**

Applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV.

**CLOSING DATE**

19 January 2018
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Applications must be forwarded to Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

FOR ATTENTION: Ms M. Seketa

CLOSING DATE: 22 December 2017

NOTE: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 49/08: SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION AND CONTRACTS MANAGEMENT (CFO04/2017)

SALARY: R281 418 per annum (Total package of R406 314 per annum/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: A 3-year appropriate Bachelor’s degree or National Diploma in Supply Chain Management or equivalent relevant qualification, plus a minimum of 3 years’ experience in tenders and contracts administration. Good understanding of Supply Chains Management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

DUTIES: The successful applicant will be responsible for the following aspects regarding acquisition management: Effective and efficient advertisement of bids and all professional services quotations, prepare bidding documents for collection, administer closing of bid box, accurate recording of bids received, render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC), administration of Service Level Agreements (SLA), manage and monitor departmental and Transversal contracts.

ENQUIRIES: Ms G Seshweni (012) 299 9058
Annexure E

Government Communication and Information System

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

Applications: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, for attention Mr S Matshageng or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

For Attention: Mr S Matshageng

Closing Date: 22 December 2017

Note: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as 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 49/09: Director: Media Engagement

Salary: All-inclusive salary package of R948 174 per annum

Centre: Pretoria

Requirements: Applicants must be in possession of an appropriate Bachelor’s degree (NQF 7) in Communication/Journalism, International Relations or equivalent related qualification. Experience: Five (5) years’ experience at a middle/senior managerial level with extensive experience in media liaison, and professional practice in the South African media industry either in or outside of government. Experience as a practitioner in the South African media landscape while experience in government media management will be an added advantage. Experience in the management of media industry events, programmes and activities and above all, extensive written experience in various media platforms are a necessity. Managerial experience and financial management. Skills: Writing and facilitation as well as sound communication and good interpersonal and stakeholder management skills. Job Knowledge: Extensive knowledge and understanding of the communication landscape. Proven experience in writing and using writing capabilities to respond to media and communication needs emanating from Media Liaison and interaction activities. Competencies required: Influencing and networking abilities. Financial management. Programme and project management. Ability to communicate with stakeholders, especially media practitioners and journalists. Excellent writing skills. Programme and project management. Communication (both written and oral). Innovative, strategic and creative thinking. Computer literacy. A valid code 8 driver’s license.
**DUTIES**

The successful candidate will be required to provide strategic leadership and management of the Directorate: Domestic Media Engagement. The Director will be expected, on the basis of daily monitoring of the media and communication environment, to liaise with the affected departments to offer support and guidance in terms of communications. Manage constructive partnership between government and the media, including through regular briefings and interactions based on the development of an annual, quarterly and monthly government media calendar. Manage the relationships between government and foreign correspondents based in South Africa. Manage and support the communication of the country’s international programme. Manage international delegation visits in partnership with the DIRCO. Support The Presidency and be the main GCIS contact person with Brand SA. Regularly interact with the GCIS Parliamentary Office and other key units in the GCIS which support the media engagement function. Participate in GCIS Communication projects, Communication Clusters and GCIS content Hub.

**ENQUIRIES**

Mr William Baloyi, Tel: 012 473 0497
ANNEXURE F

GOVERNMENT PRINTING WORKS

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

APPLICATIONS

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

FOR ATTENTION:

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

CLOSING DATE:

22 December 2017

NOTE:

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

MANAGEMENT ECHELON

POST 49/10:

DIRECTOR: ICT OPERATIONS REF NO: (GPW17/68)

SALARY:

An all-inclusive remuneration package of R948 174. Per annum. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13 of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field and Cobit implementation, TOGAF, ICDL (International Computer Driving Licence), A+ and N+ certifications plus at least 5 years' experience at middle/senior management level, 3 – 5 years' experience in an Enterprise or Technology architecture environment is required ,Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes , Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems , Sound knowledge in managing VMWare virtualised environments ,Sound knowledge of business continuity management, Sound Knowledge of the E government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, Proven Project Management competency, Strategic thinking.

DUTIES:

Ensure operational efficiency and improvement of IT Governance in the Department, Effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, Ensure the integrity and smooth operation of all GPW ICT infrastructures, systems and applications, Ensure Backup and Disaster Recovery systems are adequate, in place and operational, Engage with GPW’s project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, Perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including
planning, scheduling and implementation, within allocated budgets and quality controls. Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions. Create an enabling environment for line and support functions to perform their functions more effectively and efficiently. Ensure confidentiality and reliability of proprietary information and intellectual property. Oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department. Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization. Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements. Render advice to senior management on relevant technology trends and their applicability to business enhancement. Oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services. Contribute to the business strategy formulation processes.

ENQUIRIES: Mr A Apleni tel. (012) 748-6090

OTHER POSTS

POST 49/11: SENIOR DATABASE ADMINISTRATOR REF NO: (GPW 17/69)

SALARY: R657 558 per annum (All-inclusive package) (Level 11)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 plus MCSE/MCTS/ relevant International Certificate with 8 – 10 years applicable experience or a relevant IT NQF 6 qualification with 5 – 7 years applicable experience. Solid hands-on experience in database design, development, tuning and maintenance after getting International Certifications of which a minimum of 5 years must be managing SQL 2008 R2/2012 or higher. Working knowledge of database systems, Microsoft Access, Microsoft SQL both standalone and clustered, Installing, configuring and administering any relational database.

DUTIES: Strategically design and implement databases across the organization, while ensuring high levels of data availability. Define standards and models for database architectures, which includes developing and designing the database strategy, monitoring and improving database performance and capacity, and planning for future expansion requirements. Plan, coordinate and implement security measures to safeguard the organization’s database. Design and deploy data table structures, forms, reports, and queries. Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts. Coordinate and work with other technical staff to develop primary databases and secondary databases. Develop automated database applications, where necessary, using the applicable database packages. Identify data entry, retrieval, change, and delete issues, and work to ensure a high level of data availability. Work with project managers to ensure that data entry, retrieval, change and delete functions meet business requirements for project completion. Identify inefficiencies in current databases and leverage solutions, Install and configure relevant components to ensure database access. Diagnose and resolve database access and performance issues. Perform cost estimates for data migration to new databases during upgrades, and plan and coordinate these migrations. Evaluate and select database components, including hardware, database management systems, data extraction software, metadata management tools, and database design solutions. Backup and Disaster Recovery Of Databases. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Security Management - Adhere to all GPW and security measures and report transgressions to the appropriate authority. Configuration management - Ensure compliance to all licensing requirements and report exceptions. Request / Incident / Problem / Change management - meet all GPW governance and operational requirements. Assisting Developers With Development Databases. Mentor and provide skills transfer to junior members of the team.
POST 49/12: SYSTEMS ADMINISTRATOR: 2ND LEVEL SUPPORT REF NO: (GPW17/70)

ENQUIRIES: Mr. A. Apleni, Tel no. (012) 748 6090

SALARY: R334 545 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS:
Grade 12 plus CompTIA A+, CompTIA Security+, ITIL foundations, MCP/MCTS/MCITP/MCSA or any relevant Systems Support Certification with 5 - 7 years’ applicable experience or A relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification with 3 -5 years’ applicable experience, Minimum of 3 years’ ICT end user support experience; Supervisory experience will be an added advantage.

DUTIES:
Provide 2nd level support on all ICT issues escalated from the 1st line support, and ensure calls are resolved within SLA, Ensure effective user access management on both Active directory and the financial system/s, Ensure that major incidents are escalated to ICT 3rd level support and management timeously, Partake in developing standard operating procedures documentation, Assist the Virtual Infrastructure specialist to do daily health checks on the virtual environment and the administration thereof, mainly VMWare View, Do daily monitoring and checks on all the environmental controls for the GPW main datacenters, Assist Virtual Infrastructure specialist manage and monitor backups, ensure troubleshooting of failed backups, Test backups restores and escalated problems to 3rd line support, Partake in commissioning and deployment of new servers to the environment, Configure and install new application software and patches, Document key problems and their solutions for future reference, Training of junior staff and engaging in research activities, Ensure that new servers are created in line with GPW standards, Carry out functions competently and strictly in accordance with GPW-ICT policies and procedures, Ensure change control process are adhered to when making changes on the production infrastructure, Ensure backup tapes are rotated timeously and sent to offsite storage as per the schedule, Partake in the design and implementation of disaster recovery sites, and business continuity processes.

ENQUIRIES: Mr. A Apleni tel. (012) 748-6090
ANNEXURE G

NATIONAL DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms M Shitiba

NOTE: 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 matric certificate, service certificates, ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 49/13: SENIOR MANAGER: MEDICAL SERVICES (REF NO: NDOH 71/2017)

Chief Directorate: Child Youth and School Health.
Directorate: Expanded Programme on Immunisation.

SALARY: R1 355 916 – R1 645 916 per annum as per OSD

CENTRE: Pretoria

REQUIREMENTS: An MBChB qualification. Registration with the HPCSA as Medical practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as Medical Practitioner. Postgraduate qualification (Diploma, Masters/Fellowship) in either: Public or Community Health, Child Health, Public Health Administration or Epidemiology will be an advantage. Sound knowledge of EPI: goals, indicators, strategies, clinical aspects, related principles and practical aspects. Knowledge of the principles of surveillance for EPI targeted conditions Measles, Acute Flaccid Paralysis (AFP), Adverse Events Following Immunisation (AEFI) and Neonatal Tetanus (NNT). Basic clinical skills. Good computer (MS Word, MS Powerpoint and MS Excel), training and communication (written and verbal) skills. Self-driven, ability to work under pressure and a team player. Must be willing to travel and work irregular hours. A valid driver’s license.

DUTIES: Improve immunization coverage by providing practical yet scientifically sound guidance to the EPI in line with the National Strategic Plan (NSP) and Annual Performance Plan (APP). Facilitate training, implementation strategies, development and revision of policies in keeping with best practices, NDP and the Department’s Strategic Plan. Provide appropriate support to all Ministerial Committees that support the EPI program and implement strategies in keeping with global trends. Measles Elimination and Control. Facilitate collaboration with Academic Institutions, the National Institute of Communicable Diseases (NICD), Professional Bodies, provincial Stakeholders, United National Agencies (e.g. WHO). Manage risk and audit queries.

ENQUIRIES: Dr NR Dlamini at tel no: (012) 395 9660

CLOSING DATE: 03 January 2018. 12:00 Midday
POST 49/14:  TECHNICAL ASSISTANT (PRIMARY HEALTH CARE) (3 YEAR CONTRACT) REF NO: NDOH 72/2017

Chief Directorate: District Health Services.

SALARY: An all inclusive remuneration package of R948 174 per annum [basic salary consist of 70% of total package, the State’s contribution to the Government Employees’ Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE: Pretoria.

REQUIREMENTS: A Bachelor’s degree/NQF 7 or equivalent qualification in Primary Health Care. A post-graduate qualification in Public Health will be an advantage. At least five (5) years’ experience at a middle/senior management level which is inclusive of human resources/personnel management, project management, and information management. Knowledge and understanding of the District Health Services (DHS), financial policies guided by Treasury Regulations as well as knowledge of Human Resource processes, practises, strategic capability and leadership. Good communication (written and verbal), project management and co-ordination with other units of the Department. Ability to work independently and under pressure. A valid driver’s licence.

DUTIES: Manage the implementation of the Ideal Clinic Realisation and Maintenance programme. Coordinate the establishment of the Perfect Permanent Teams for Ideal Clinic Realisation and Maintenance (ICRM) in the provinces. Develop the intervention plans to address the gaps identified in the implementation of the ICRM. Support the implementation of the Ward Based Primary Health Outrage Team policy in the province. Collaborate with other units in the implementation of the three streams of PHC reengineering. Work with the development partners and other stakeholders to improve the delivery of quality of health services in the health facilities. Coordination of development partners that support the district health services. Management of resources in support of the ICRM programme.

ENQUIRIES: Mr RW Morewane at tel no (012) 395 8757

CLOSING DATE: 03 January 2018. 12:00 Midday

OTHER POSTS


Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines.

SALARY: An all-inclusive remuneration package of R657 558 per annum [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.

CENTRE: Pretoria.

REQUIREMENTS: A Bachelor’s degree/National Diploma or equivalent NQF level 6 qualification in Health Economics. A post graduate in Health Economics or a related field will serve an advantage. At least three (3) years’ experience in procurement/supply chain on a junior management or supervisory level. Knowledge of the National Development Plan, National Health Act, Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) as amended, Public Finance Management Act, 1999 (PFMA), eHealth and mHealth, Medical Schemes Act, pharmaceutical economics and TRIPS. Good analytical research, editorial skills, mediation and facilitation skills, problem solving, presentation and communication (written and verbal), computer (Microsoft office package), project management and stakeholder coordination, grant writing, quantitative and statistical skills, financial management and economic evaluation skills. A valid driver’s licence.

DUTIES: Support establishment of wave governance process. Facilitate alignment with other Departmental and Donor planning processes. Lead development and implementation of results framework for pharmaceutical services. Review, maintain and approve Partner Project Plan. Create and maintain content to support Results Framework. Oversee and lead supply chain projects. Provide technical leadership to guide development of all VAN planning services.
Oversee and lead ICT projects. Establish governance structures to support ICT projects. Manage risk and audit queries.

ENQUIRIES: Ms K Jamaloodien tel no (012) 395 8530
CLOSING DATE: 03 January 2018. 12:00pm Midday

POST 49/16: DEPUTY DIRECTOR: MEDICINE CONTROL OFFICER GRADE 1 (REF NO: NDOH 75/2017)
Directorate: Medicine Evaluation and Research.

SALARY: Grade 1: R828 474 – R919 467 per annum as per OSD
CENTRE: Pretoria.

REQUIREMENTS: Bachelor of Pharmacy OR Chemistry degree. A post-graduate qualification would be an added advantage. A minimum of three years appropriate experience. Experience in technical evaluation of the quality aspects of medicine. Knowledge and application of the Medicines and Related Substance Act, 1965 (Act 101 of 1965). Knowledge of the international medicines regulatory environment. Knowledge and application of current Medicine Control Council (MCC) guidelines relevant to the work of the Post-Registration Unit. Knowledge of human resources management (including performance management) and financial management. Good communication (verbal and written), technical evaluation, leadership, management, analytical, accuracy and computer skills (MS Office package).

DUTIES: Management of activities of the Post-Registration Unit, including risk management and audit. Monitoring of the Unit’s output and compilation work statistics for reporting and planning purposes. Develop, implement and update relevant guidelines, standard operating procedures, data templates and other documents required for efficient and compliant functioning of the Unit. Provide support to the Directorate, the National Medicines Regulatory Authority (MCC/SAHPRA) and its committees. Ensure that all relevant documents are prepared and reviewed for timely presentation to MCC/SAHPRA. Receive, acknowledge and process queries and complaints from applicants.

ENQUIRIES: Dr Jeanette Lotter at tel no (012) 395 8317
CLOSING DATE: 03 January 2018: 12h00 Midday

POST 49/17: ASSISTANT DIRECTOR: FORENSIC ANALYST GRADE I (TWO POSTS)
(1) BLOOD ALCOHOL SECTION - (REF NO: NDOH 73/2017), (1) FOOD SECTION HEAD (REF NO: NDOH 74/2017)
Chief Directorate: Trauma, Violence, Emergency Medical Services and Forensic Pathology Services.
Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory.

SALARY: Grade I: R459 558 – R510 042 per annum as per OSD
CENTRE: Cape Town.

REQUIREMENTS: A three-year BSc/National Diploma in Chemistry or Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years’ experience on a Chief Forensic Analyst or equivalent level in rudimentary general management in an analytical chemistry laboratory. Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer and inductively coupled plasma atomic emission spectroscopy. Sound and in-depth knowledge of analyses foodstuffs and cosmetics as well as a sound and in-depth knowledge of blood alcohol analyses. Knowledge of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. The National Road Traffic Act, Act 93 of 1996, Criminal Procedure Act, Act 51 of 1977, Inquest Act, Act 58 of 1959 and Occupational Health and Safety Act, Act 85 of 1993. Knowledge of ISO17025 and its use in the laboratory. Basic knowledge of judicial systems and court procedures. Good communication (verbal and written), facilitation, presentation, research, liaison, analytical and computer skills (spreadsheets, databases, word processors) and knowledge about LIMS. Ability to remain unbiased in the examination of court evidence, work under pressure, meet the required safety measures and handle confidential information. A valid driver’s licence.

DUTIES: Oversee the verification and preparation of samples for analysis in the chemistry laboratory. Record sample information. Implement preventive and routine maintenance and service plans. Validate the analysis method conducted on samples. Produce analytical results of standard and complicated cases. Oversee analytical services of the section. Conduct
statistical analysis. Review analytical data and result. Monitor quality control measures in the section. Take part in internal audits. Supervise the administration of human resources and physical assets. Manage the performance of allocated responsibilities, training of employees and allocation of work. Assess staff. Management of risk (scientific responsibility, integrity and research), work according to a management review schedule.

ENQUIRIES : Ms A Grove (012) 395 - 9361.

NOTE : Please note that candidates will undergo a practical test on the date of the interview.

CLOSING DATE : 03 January 2018. 12:00 pm Mid-Day

POST 49/18 : ASSISTANT DIRECTOR: PROVINCIAL SUPPORT (REF NO: NDOH 78/2017)
Chief Directorate: Financial management.
Directorate: Provincial Support.

SALARY : R417 552 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in auditing or financial accounting. At least three (3) years’ experience in auditing environment at a supervisory or equivalent level *Knowledge of King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and other prescripts. Knowledge of government transversal systems. Experience in financial statements, supply chain and data management, databases, report writing and computer applications. Understanding public sector auditing, financial accounting in terms of SCM and budgeting. Good interpersonal, communication (written and verbal), computer (MS Word, MS PowerPoint, Databases and MS Excel), analytical and planning skills. Ability to work independently and within a team. A valid driver’s licence.

DUTIES : Coordinate and monitor the provincial financial improvement plans to improve audit outcomes. Analyse provincial financial statements. Update provinces on changes and/or additions in the financial statement compilation and reporting. Render supply chain processes to identify gaps and introduce reforms. Strengthen financial management reporting, tracking and decision making. Conduct constant assessment to check the approved provincial financial plans in line with relevance to the financial processes and prescripts as prescribed, Conduct expenditure monitoring and reporting processes in line with provincial annual performance plans. Facilitate and consolidate provincial budgets and annual performance plans. Provide support to Chief Director. Attend to queries and correspondences for the chief directorate with all relevant stakeholders.

ENQUIRIES : Mr H Nevhutalu at tel no (012) 395 – 9682
CLOSING DATE : 03 January 2018. 12:00pm Mid-Day


SALARY : R281 418 per annum (plus competitive benefits).
CENTRE : Office of the Chief Financial Officer. Pretoria
REQUIREMENTS : A Senior Certificate or equivalent NQF 4 certificate plus a three year qualification in Office Administration or related fields. At least five (5) years experience in rendering secretarial/personal assistant duties of which three years should have been rendering executive support service to senior management. Knowledge and experience in general office and provisioning administration. Basic knowledge on financial administration. Knowledge and application of relevant Public Service legislations/policies/prescripts and procedures. Good communication (verbal and written); telephone etiquette, organisation, planning, people, motivation, language, presentation and computer skills (MS Office packages).

DUTIES : Provide secretarial/receptionist support services to the Manager. Ensure that office equipment are in good working condition. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Manager. Provide support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Record minutes/decisions and communicates to relevant role-players and follow-up on progress made. Provide support with regards to the administration of the budget in the office of the Manager. Keep records of expenditure commitments, monitor expenditure and alert Manager...
of possible over and under spending. Ensure application of relevant Public Service and Departmental prescripts/policies. Liaise with travelling agencies for enquiries and prepares the processing of travelling claim expenses.

**ENQUIRIES**
Mr I Van Der Merwe at tel no (012) 395 9373

**CLOSING DATE**
03 January 2018. 12h00 Midday

**POST 49/20**
**PHARMACIST ASSISTANT (POST BASIC) (REF NO: NDOH 76/2017)**
Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation.
Directorate: Medicine Evaluation and Research

**SALARY**
GRADE 1: R183 381 per annum. A Post-Basic Pharmacist Assistant qualification. Registration as a Pharmacist Assistant (Post-Basic). No experience required.
GRADE 2: R212 823 per annum. Qualification as above. Registration as a Pharmacist Assistant (Post-Basic) and a minimum of five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic).
GRADE 3: R230 625 per annum. Qualification as above. Registration as a Pharmacist Assistant (Post-Basic) and a minimum of thirteen (13) years appropriate experience after registration as a pharmacist Assistant (Post Basic). Salary grade will be determined in accordance with the above requirements as per the OSD.

**CENTRE**
Pretoria

**REQUIREMENTS**
Qualification and years of experience required are indicated above. Basic knowledge about medicines and related products. Good communication (verbal and written), accuracy and correctness, planning, organising and computer skills (MS Office package). Ability to work independently and under pressure.

**DUTIES**
Provide administrative and technical support to the Pre-Registration Unit and to the Medicine Evaluation and Research Directorate. Maintain relevant databases including capturing reports and product registration. Create and maintain the filing system for all documents in the unit. Compile agenda and the committee recommendation into a minutes document for the meetings. Screening of applications. Coordination and maintenance of all central unit email accounts. Coordinates committee reports, recommendation and council document. Type letters to applicants with correct application and applicants details. Preparation of peer review and medicines registration documents.

**ENQUIRIES**
Mr MD Malatji at tel no (012) 395 8329

**NOTE**
Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.

**CLOSING DATE**
03 January 2018. 12h00 Midday

**POST 49/21**
**SUPPLY CHAIN CLERK (REF NO: NDOH 80/2017)**
Chief Directorate: Supply Chain and Assets Management.
Directorate: Supply Chain Management

**SALARY**
R152 862 per annum (plus competitive benefits).

**CENTRE**
Pretoria

**REQUIREMENTS**
A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. At least one (1) year experience in supply chain management environment. Basic knowledge and understanding of legislative framework governing the Public Service. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, planning, organization and computer skills (MS Office package).

**DUTIES**
Verify travel and fleet bookings request. Ensure compliance to the Departmental Transport policy. Ensure validity of the traveler. Manual filing. Keep record of all travel and fleet bookings. Overall administration of departmental fleet vehicles. Check and ensure that trip authorities are properly recorded in the logbooks. Ensure that all pool vehicles issued has trip authority signed by relevant supervisor. Monthly physical verification of pool vehicles. Check the number of vehicles stationed in the building and issued as against the total number of departmental vehicles.

**ENQUIRIES**
Mr A Diljan at tel no (012) 395 9511

**CLOSING DATE**
03 January 2018. 12h00 Midday
APPLICATIONS: Please forward your applications, quoting the reference number, on an envelope as well, to: Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100.

FOR ATTENTION: The Principal, Mthashana TVET College

CLOSING DATE: 15 December 2017

NOTE: Applications must be submitted on the Z83 Form obtainable from any Public Service Department or on the internet www.gov.za/documents and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Include academic records), Identity Document not older than three (3) months including the driver’s licence. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. Please note that this advert is also available on our College website, which is: www.mthashanacollege.co.za. Suitably qualified individuals are invited to apply for the following posts that are based at different sites of our College.

OTHER POSTS

POST 49/22: CAMPUS MANAGER (2 POSTS)

SALARY: R417 552 Plus Benefits (Level 10)

CENTRE: Kwagqikazi Campus REF NO: MTH/PP/1/2017

Vryheid Campus REF NO: MTH/PP/2/2017

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma that includes, or plus, a recognised teaching qualification. 7 years’ experience in Education and/or TVET institution of which two (2) years should be at managerial or supervisory level; Knowledge of NCV, Report 191, Learnerships and Occupational Programmes; A valid driver’s licence. Proven computer literacy - MS Office: Word, Excel and PowerPoint; SACE Registration; Sound knowledge of transformational issues within the TVET College and an insight into the relevant legislation, policies and procedures governing the Sector; Experience in managing people, projects, finance, labour relations, and good governance practices of the TVET sector; Good communication (verbal and written) and interpersonal skills; Decision-making and problem-solving skills; Policy analysis and review skills.

DUTIES: Provide strategic leadership and management in the campus. Monitor the delivery of programmes; Ensure internal administration systems and controls to ensure sound student support services, administration and management of NSFAS, finance and other resources of the College; Oversee the compilation of the timetable; Conduct external stakeholder liaison and meetings. Comply with and implement institutional governance processes and procedures; Secure, manage and maintain the fixed and moveable property of the campus; Ensure the existence of a labour friendly environment in the campus. Supervise the campus staff.

ENQUIRIES: Mrs T Venter (034 980 1010)
POST 49/23 : ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: MTH/PP/3/2017

SALARY : R334 545 Plus Benefits (Level: 9)
CENTRE : Central Office
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma in Computer Science/IT/IS coupled with recognised industry certifications such as MCSE/MCITP, A+, N+ Security + and ITIL; At least five years’ experience within the IT environment two (2) years of which is at supervisory level; Good communication, problem-solving, IT infrastructure support and Customer relationship skills; Network administration; Driver’s licence.
DUTIES : Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of IT throughout the College; Provide technical advice on network design and planning; Manage the LAN support function and staff to ensure continuous and effective execution of duties; Ensure that the necessary College network services are available to officials when required to perform their duties; Provide technical support to the customers/end-users and solve their problems; Provide support in design, installation and maintenance of network infrastructure equipment and software; Assist with hardware, server and infrastructure networking requirements scoping, establishment and costing; Perform on-site backups; Monitor and perform health checks on the network; Analyse and resolve technical problems on the network; Perform configuration management on the network; Manage the Storage Area Network (SAN) of the maintenance on all servers; Supervise the IT support team.
ENQUIRIES : Mr JM Zwane, (034 980 1010)

POST 49/24 : ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: MTH/PP/4/2017

SALARY : R334 545 Plus Benefits (Level 9)
CENTRE : Central Office
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma or qualification specifically in Education/Social/Behavioural Sciences; Qualification in Sociology or Social work will be an added advantage; At least two (2) years supervisory level in a similar portfolio is to be considered; Good interpersonal relations and ability to forge partnerships with stakeholders involved in the TVET Sector; Decision making skills and problem-solving skills; Good communication (verbal and written), presentation and facilitation skills; Conversant with TVET legislation; Computer literacy – MS Office: Excel, Word and PowerPoint; Driver’s licence.
DUTIES : Design, manage and maintain a proactive and relevant Student Support Services (SSS); Ensure that the institution complies with all statutory and policy requirements; Establish and maintain support systems for student liaison with relevant stakeholders; Conduct career studies and information processing on students; Ensure the participation of students in Sports, Recreation and Culture; Attract new students; Provide life skills to students; Ensure a fully functional Students Representative Council (SRC); Assist students with application for bursaries/NSFAS; Provide support to all examination work; Supervise Student Support Services team.
ENQUIRIES : Mrs T Venter, (034 980 1010)

POST 49/25 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MTH/PP/5/2017

SALARY : R334 545 Plus Benefits (Level 9)
CENTRE : Central Office
REQUIREMENTS : A Bachelor’s Degree/Diploma or equivalent qualification majoring in fields related to auditing/Cost Accounting/Business Management/Financial Management; At least two (2) years supervisory level in Supply Chain Management; Good understanding of supply chain management legislations and sound interpretation of Public Finance Management Act; Good analytical, planning, organising, teambuilding, facilitation skills and Computer utilisation / literacy - MS Office: Word, MS Excel, MS PowerPoint, etc.; Financial Management skills; Valid driver’s licence.
DUTIES : Provide guidance and assistance to management and staff in all aspects related to procurement; Ensure that procurement is in compliance with Supply
Chain Management (SCM) policies and procedures; Manage the requisition process and control and monitor the movable and immovable assets of the college; Oversee the secretariat function of Bid Committees and monitor the disposal of assets; Authorise the procurement of goods and plan and conduct regular inspections of college assets and records; Oversee the appeals process within the college; Oversee and monitor the upkeep of offices, residential and other buildings; Manage the resources of the college; Supervise the SCM team.

**ENQUIRIES**: Mr R Silbernagl, or Mrs SA Liversage, (034 980 1010)
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE
WORK INTEGRATED LEARNING: TVET GRADUATE INTERNSHIP PROGRAMME 2018/2019

CLOSING DATE  :  20 December 2017
NOTE  :  The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans with qualifications from Technical Vocational Education and Training (TVET) Colleges who have not been exposed to work experience related to their qualification. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

OTHER POSTS

POST 49/26  :  INVESTIGATION SERVICES X 1 POST: REF.NO. Q9/2017/47 (12 MONTHS TVET NCV LEVEL 4)
STIPEND  :  Monthly Stipend: R 2500.00
CENTRE  :  Gauteng
REQUIREMENTS  :  Qualification: NCV Level 4 Safety in Society
ENQUIRIES  :  Ms M Tshabalala; Tel: 011 220 1500
APPLICATIONS FOR ATTENTION  :  Private Bag X 25, Johannesburg, 2000
Ms F Dlakanana

POST 49/27  :  INVESTIGATION SERVICES X 1 POST: REF.NO. Q9/2017/48 (12 MONTHS TVET NCV LEVEL 4)
STIPEND  :  Monthly Stipend: R 2500.00
CENTRE  :  KwaZulu – Natal
REQUIREMENTS  :  Qualification: NCV Level 4 Safety in Society
ENQUIRIES  :  Ms NP Buthelezi; Tel: 031 310 1300
APPLICATIONS FOR ATTENTION  :  Private Bag X 54303, Durban, 4000
Ms C Lupke

POST 49/28  :  INVESTIGATION SERVICES X 1 POST: REF.NO. Q9/2017/49 (12 MONTHS TVET NCV LEVEL 4)
STIPEND  :  Monthly Stipend: R 2500.00
CENTRE  :  Eastern Cape
REQUIREMENTS  :  Qualification: NCV Level 4 Safety in Society
ENQUIRIES  :  Ms S Mshumpela; Tel: 043 707 7212
APPLICATIONS FOR ATTENTION  :  Private Bag X 9085, East London, 5200
Ms N Mtyida

POST 49/29  :  INVESTIGATION SERVICES X 1 POST: REF.NO. Q9/2017/50 (12 MONTHS TVET NCV LEVEL 4)
STIPEND  :  Monthly Stipend: R 2500.00
CENTRE  :  Western Cape
REQUIREMENTS  :  Qualification: NCV Level 4 Safety in Society
ENQUIRIES  :  Ms N Mathintela; Tel: 021 941 5800
APPLICATIONS FOR ATTENTION  :  Private Bag X 43, Bellville, 7530
Ms T Mandlakhe

POST 49/30  :  INVESTIGATION SERVICES X 1 POST: REF.NO. Q9/2017/51 (12 MONTHS TVET NCV LEVEL 4)
STIPEND  :  Monthly Stipend: R 2500.00
CENTRE  :  Mpumalanga
REQUIREMENTS  :  Qualification: NCV Level 4 Safety in Society
ENQUIRIES  :  Ms E Mamabolo; Tel: 013 754 1000
APPLICATIONS: Private Bag X 11325, Nelspruit, 1200
FOR ATTENTION: Mr S Nkambule

POST 49/31: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/52 (12 MONTHS TVET NCV LEVEL 4)

STIPEND: Monthly Stipend: R 2500.00
CENTRE: Free State
REQUIREMENTS: Qualification: NCV Level 4 Safety in Society
APPLICATIONS: Private Bag X 20708, Bloemfontein, 9300
ENQUIRIES: Mr T Komphela Tel: 051 406 6800
FOR ATTENTION: Mr T Motsoeneng

APPLICATIONS: Private Bag X 6105, Kimberley, 8301
FOR ATTENTION: Mr A Bopape

APPLICATIONS: Private Bag X 2017, Mafikeng, 2745
FOR ATTENTION: Ms L Maamogwa

APPLICATIONS: Private Bag X 9525, Polokwane
FOR ATTENTION: Mr B Nong

APPLICATIONS: Private Bag X 54303, Durban, 4000
FOR ATTENTION: Ms C Lupke

STIPEND: Monthly Stipend: R 2500.00
CENTRE: Northern Cape
REQUIREMENTS: Qualification: NCV Level 4 Safety in Society
APPLICATIONS: Private Bag X 6105, Kimberley, 8301
ENQUIRIES: Mr A Bopape
FOR ATTENTION: Mr T Komphela Tel: 051 406 6800

APPLICATIONS: Private Bag X 2017, Mafikeng, 2745
FOR ATTENTION: Mr T Mathe; Tel: 053 807 5100

APPLICATIONS: Private Bag X 25, Johannesburg, 2000
FOR ATTENTION: Ms F Dlakana

APPLICATIONS: Private Bag X 54303, Durban, 4000
FOR ATTENTION: Ms C Lupke

APPLICATIONS: Private Bag X 25, Johannesburg, 2000
FOR ATTENTION: Ms F Dlakana

APPLICATIONS: Private Bag X 54303, Durban, 4000
FOR ATTENTION: Ms C Lupke
<table>
<thead>
<tr>
<th>POST 49/37</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/58</th>
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<td>CENTRE</td>
<td>Eastern Cape</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms S Mshumpela; Tel: 043 707 7212</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 9085, East London, 5200</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms N Mtyida</td>
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<tr>
<th>POST 49/38</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/59</th>
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<td>CENTRE</td>
<td>Western Cape</td>
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<td>ENQUIRIES</td>
<td>Ms N Mathintela; Tel: 021 941 5800</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 43, Bellville, 7530</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms T Mandlakhe</td>
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<tr>
<th>POST 49/39</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/60</th>
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<td>CENTRE</td>
<td>Mpumalanga</td>
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<td>ENQUIRIES</td>
<td>Ms E Mamabolo; Tel: 013 754 1000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 11325, Nelspruit, 1200</td>
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<td>FOR ATTENTION</td>
<td>Mr S Nkambule</td>
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<tr>
<th>POST 49/40</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/61</th>
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<tr>
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<tr>
<td>CENTRE</td>
<td>Free State</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr T Komphela Tel: 051 406 6800</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 20708, Bloemfontein, 9300</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr T Motsoeneng</td>
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<tr>
<th>POST 49/41</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/62</th>
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<tbody>
<tr>
<td>STIPEND</td>
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<tr>
<td>CENTRE</td>
<td>Northern Cape</td>
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<td>ENQUIRIES</td>
<td>Mr T Mathe; Tel: 053 807 5100</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 6105, Kimberley, 8301</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr A Bopape</td>
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</table>

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<tr>
<th>POST 49/42</th>
<th>18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/63</th>
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<tr>
<td>STIPEND</td>
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<tr>
<td>CENTRE</td>
<td>North West</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms M Molefhe; Tel: 018 397 2500</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Private Bag X 2017, Mafikeng, 2745</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms L Maamogwa</td>
</tr>
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</table>
POST 49/43: **18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/64**

**STIPEND** : Monthly Stipend: R 2500.00

**CENTRE** : Limpopo


**ENQUIRIES** : Ms K Netshikulwe; Tel: 015 283 8000

**APPLICATIONS** : Private Bag X 9525, Polokwane

**FOR ATTENTION** : Mr B Nong

POST 49/44: **18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/66**

**STIPEND** : Monthly Stipend: R 2500.00

**CENTRE** : National Office


**ENQUIRIES** : Mr M Thipe; Tel: 012 399 0185

**APPLICATIONS** : Private Bag X 941, Pretoria, 0001

**FOR ATTENTION** : Ms P Hlalele

POST 49/45: **18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/67**

**STIPEND** : Monthly Stipend: R 2500.00

**CENTRE** : National Office


**ENQUIRIES** : Mr M Thipe; Tel: 012 399 0185

**APPLICATIONS** : Private Bag X 941, Pretoria, 0001

**FOR ATTENTION** : Ms P Hlalele

POST 49/46: **18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/68**

**STIPEND** : Monthly Stipend: R 2500.00

**CENTRE** : National Office


**ENQUIRIES** : Mr M Thipe; Tel: 012 399 0185

**APPLICATIONS** : Private Bag X 941, Pretoria, 0001

**FOR ATTENTION** : Ms P Hlalele

POST 49/47: **GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/69**

(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

**STIPEND** : Monthly Stipend: R 5000.00

**CENTRE** : Gauteng

**REQUIREMENTS** : Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology

**ENQUIRIES** : Ms M Tshabalala; Tel: 011 220 1500

**APPLICATIONS** : Private Bag X 25, Johannesburg, 2000

**FOR ATTENTION** : Ms F Dlakana

**NOTE** : The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.
GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X
1 POST: REF. NO. Q9/2017/70
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: KwaZulu – Natal
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES: Ms NP Buthelezi; Tel: 031 310 1300
APPLICATIONS: Private Bag X 54303, Durban, 4000
FOR ATTENTION: Ms C Lupke
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X
1 POST: REF. NO. Q9/2017/71
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: Eastern Cape
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES: Ms S Mshumpela; Tel: 043 707 7212
APPLICATIONS: Private Bag X 9085, East London, 5200
FOR ATTENTION: Ms N Mtyida
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X
1 POST: REF. NO. Q9/2017/72
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: Western Cape
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES: Ms N Mathintela; Tel: 021 941 5800
APPLICATIONS: Private Bag X 43, Bellville, 7530
FOR ATTENTION: Ms T Mandlakhe
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.
applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/51 :  GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/73
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND : Monthly Stipend: R 5000.00
CENTRE : Mpumalanga
REQUIREMENTS : Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES : Ms E Mamabolo; Tel: 013 754 1000
APPLICATIONS : Private Bag X 11325, Nelspruit, 1200
FOR ATTENTION : Mr S Nkambule
NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/52 :  GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/74
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND : Monthly Stipend: R 5000.00
CENTRE : Free State
REQUIREMENTS : Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES : Mr T Komphela Tel: 051 406 6800
APPLICATIONS : Private Bag X 20708, Bloemfontein, 9300
FOR ATTENTION : Mr T Motoensoeng
NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/53 :  GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/75
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND : Monthly Stipend: R 5000.00
CENTRE : Northern Cape
REQUIREMENTS : Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES : Mr T Mathe; Tel: 053 807 5100
APPLICATIONS : Private Bag X 6105, Kimberley, 8301
FOR ATTENTION : Mr A Bopape
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/54: GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/76
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: North West
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES: Ms M Molefhe; Tel: 018 397 2500
APPLICATIONS: Private Bag X 2017, Mafikeng, 2745
FOR ATTENTION: Ms L Maamogwa
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/55: GRADUATE INTERNSHIP PROGRAMME: INVESTIGATION SERVICES X 1 POST: REF. NO. Q9/2017/77
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: Limpopo
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Policing or Criminology
ENQUIRIES: Ms K Netshikulwe; Tel: 015 283 8000
APPLICATIONS: Private Bag X 9525, Polokwane
FOR ATTENTION: Mr B Nong
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/56: GRADUATE INTERNSHIP PROGRAMME: FINANCE SERVICES X 3 POSTS: REF NO. Q9/2017/78
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: National Office
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Financial Accounting / Accounting management / Financial Management

ENQUIRIES: Mr MK Thipe; Tel: 012 399 0185
APPLICATIONS: Private Bag X 941, Pretoria, 0001
FOR ATTENTION: Ms P Hlalele

NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/57: GRADUATE INTERNSHIP PROGRAMME: LEGAL SERVICES X 3 POSTS: REF NO. Q9/2017/79
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: National Office
REQUIREMENTS: Qualification: Bachelor of Law (LLB, B Juries)
ENQUIRIES: Mr MK Thipe; Tel: 012 399 0185
APPLICATIONS: Private Bag X 941, Pretoria, 0001
FOR ATTENTION: Ms P Hlalele

NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.

POST 49/58: GRADUATE INTERNSHIP PROGRAMME: STRATEGY AND PERFORMANCE MONITORING X 2 POSTS: REF. NO. Q9/2017/80
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: National Office
REQUIREMENTS: Qualification: Bachelor Degree in Business Management or Public Administration
ENQUIRIES: Mr MK Thipe; Tel: 012 399 0185
APPLICATIONS: Private Bag X 941, Pretoria, 0001
FOR ATTENTION: Ms P Hlalele

NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.
POST 49/59: GRADUATE INTERNSHIP PROGRAMME: CORPORATE GOVERNANCE X

1 POST: REF. NO. Q9/2017/81
(Work Integrated Learning: University Graduate Internship Programme 2018/2019)

STIPEND: Monthly Stipend: R 5000.00
CENTRE: National Office
REQUIREMENTS: Qualification: Bachelor of Technology or Bachelor Degree in Risk Management / Internal Auditing
ENQUIRIES: Mr MK Thipe; Tel: 012 399 0185
APPLICATIONS: Private Bag X 941, Pretoria, 0001
FOR ATTENTION: Ms P Hlalele
NOTE: The Independent Police Investigative Directorate is offering opportunities to unemployed South African University Graduates for the 12 months Work Integrated Learning: Graduate Internship programme to gain work experience related to their qualifications. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original certified copies qualifications, ID, affidavit confirming that you have not participated on the similar programme before, and proof of address. One application quoting the reference number must be made at the Province of your residency (proof of address required) by using the addresses that are depicted below.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS

Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban.

CLOSING DATE

22 December 2017

NOTE

Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Administrative Officer: REF NO: 17/24/FS which was advertised in the PSVC NO: 47 dated 24 November 2017, the closing date has been extended to 15 December 2017.

OTHER POST

POST 49/60

COURT MANAGER REF NO: 17/79/KZN

SALARY

R417 552 – R491 847 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Magistrate’s Office, Vryheid

REQUIREMENTS

Three (3) year qualification in Administration in (NQF Level 6) or National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least three (3) year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s licence; Experience in the Court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES

Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the...
transformation of the office; Manage the projects intended to improve court management; Manage service level agreement.

**ENQUIRIES**

: Mr J.N. Mdaka 📞 (031) 372 3000
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: 22 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.

OTHER POSTS

POST 49/61: DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2DDAS/UIF

Re-advertisement

SALARY: R657 558. Per annum (all inclusive)

CENTRE: Unemployment Insurance Fund: Pretoria


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 49/62 : 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 Maintenance of data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordination of 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

POST 49/63 : ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI CORRUPTION REF NO: HR4/6/6/108

SALARY : R334 545. Per annum

CENTRE : Provincial Office: Limpopo


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

ENQUIRIES : Ms MC Ledwaba, Tel: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hands deliver at Department of Labour, 42A Schoeman Street Polokwane

FOR ATTENTION : Sub-directorate: Human Resource Management, Limpopo Provincial Office
APPLICANTS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman,

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 22 December 2017

NOTE: 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

POST 49/64: DEPUTY DIRECTOR-GENERAL: MINERAL REGULATION DMR/17/0047

SALARY: R1 370 973 per annum (all-inclusive package) Level: 15
CENTRE: Head Office (Pretoria)
DUTIES: Oversee the functions of the Branch. Advise the Ministers, Director-Generals and Management in the performance of their duties. Ensure that the provisions of the relevant minerals and mining legislation are complied with and enforced. Manage the Branch. Regulate the mining industry. Engage at corporate level nationally and internationally on behalf of the Department.
ENQUIRIES: Adv. T. Mokoena 012 444 3880
NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/65: DEPUTY DIRECTOR-GENERAL: MINERAL POLICY AND PROMOTION DMR/17/0048

SALARY: R1 370 973 per annum (all inclusive package) Level 15
CENTRE: Head Office (Pretoria)
REQUIREMENTS: An appropriate qualification (NQF Level 7) and a post-graduate qualification (NQF Level 8) coupled with eight (8) to ten (10) years relevant experience at Senior Managerial level PLUS the following key competencies: Knowledge:

DUTIES: Manage and oversee the functions of the Branch. Advise the Ministers, Director-Generals and Management in the performance of their duties. Provide strategic guidance on mine environmental management and mine closure. Advise the Ministry and the Director-General on the need to develop new policies and legislation and on the impact of government policies and legislation and on impact of government policies and legislation on the minerals and mining industry. Ensure full participation of mining and minerals industry of South Africa in shaping the destiny of the industry both globally and in the African Continent by playing a leading role in international forums. Develop and implement new strategies that will enhance the development agenda of Government with the aim of contributing to economic growth, creation of jobs and eradicating poverty.

ENQUIRIES: Adv. T. Mokoena ☎ 012 444 3880

NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/66: CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT
DMR/17/0049

SALARY: R1 127 334 per annum (all-inclusive package) Level 14
CENTRE: Head Office (Pretoria)

DUTIES: Direct and lead all functions related to monitoring Departmental Public Entities. Consolidate and measure performance against the plans. Give strategic direction and guidance with respect to risk management and State Owned Enterprise oversight. Support the Minister, Director-Generals and other senior managers in the execution of their functions relating to risk management and State Owned Enterprise oversight. Drive Department’s risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.


NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/67: CHIEF DIRECTOR: GOLD AND PLATINUM DMR/17/0050

SALARY: R1 127 334 per annum (all-inclusive package) Level 14
CENTRE: Head Office (Pretoria)

DUTIES: Manage 4 regions. Serve as nodal point for regions. Promote mine health and safety. Oversee regional operations. Lead high level interventions (inspections, investigations, etc.). Manage mine health and safety risks (track and identify trends and developments to identify pro-active interventions.

ENQUIRIES: Mr M. Zondi ☎ 012 444 3663
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/68 : DIRECTOR: SUPPORT SERVICES  DMR/17/0051

SALARY : R948 174 per annum (all-inclusive package) Level: 13
CENTRE : Head Office (Pretoria)

DUTIES : Manage the support services unit. Ensure the provisioning of support services (HR, Finance, Procurement, Asset Management, Promotion, Training, Legal Services etc.) for the MHS Inspectorate in association with other DMR Directorates. Advise on administrative and technical issues. Enable the implementation of strategy (also ensuring infrastructure is in place). Chair/Participate in various statutory and other committees/forums. Manage the collection, storage and dissemination of information.

ENQUIRIES : Mr F. Nkuna ☎ 012 444 3661
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/69 : DIRECTOR: SECURITY RISK MANAGEMENT  DMR/17/0052

SALARY : R948 174 per annum (all-inclusive package) Level 13
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: Fire prevention/fighting, First Aid, MISS document, New technology in security, Security legislation, policies and procedures, Access control procedures, Safety precautions, Security Registers, Electronic security systems, Knowledge and understanding of DMR policies, functions, projects, etc. Policy development, Strategic Planning, Financial management, Project management, Government policies, Project/Programmes in DMR, National Economic and Development Strategy. Skills: Management and organisational skills, Computer skills, Interpersonal skills, Analytical skills, Organising and co-ordination, Facilitation and implementation, Well-developed interpersonal skills at all levels, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, Policy development and implementation, Communication: Communication (verbal and written), Creativity and innovation.

DUTIES : Manage Departmental security service pertaining to Security Operations, Vetting and Screening, Investigations and Information Security. Manage the development, implementation and monitoring of policy, procedures, practices and code of ethics with respect to Departmental security. Liaise with the National Intelligence Agency on matters relating to Security. Manage the Directorate.

ENQUIRIES : Ms N. Rapoo ☎ 012 444 3362
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/70 : PRINCIPAL INSPECTOR OF MINES (KWAZULU-NATAL - 1 AND NORTHERN CAPE REGION - 1)  DMR/17/0053

SALARY : R948 174 per annum (all-inclusive package) Level 13
CENTRE : KwaZulu-Natal and Northern Cape Region
REQUIREMENTS : An appropriate NQF Level 7 qualification and Mine Manager’s Certificate of Competency in Metalliferous or Coal/Mine Surveyor’s Certificate of Competency, Certificate in Mine Environmental Control Certificate or

DUTIES: Manage the Mine Health and Safety Inspectorate. Monitor the application of health and safety standards at mining operations, as per provisions of the Mine Health and Safety Act. Offer technical assistance to mines. Ensure that complaints are investigated and queries are replied to. Exercise budgetary controls consistent to the targets and objectives of the region/directorate. Ensure holding of any necessary board of examinations.

ENQUIRIES: Mr T. Ngwenya ☎ 012 444 3663

NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/71: REGIONAL MANAGER: EASTERN CAPE REGION DMR/17/0054

SALARY: R948 174 per annum (all-inclusive package) Level 13

CENTRE: Eastern Cape, Port Elizabeth


DUTIES: Effective implementation and administration of the Minerals and Petroleum Resources Act (MPRDA). Implementation and management of effective systems and procedures and management of all administrative, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plans and Mining and Prospecting work programmes/plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plans. Mining community relations management, and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director-General; Mineral Regulation, Director-General and the Minister.

ENQUIRIES: Ms M. Malapane ☎ 012 444 3931

NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 49/72: DIRECTOR: INTERNAL AUDIT DMR/17/0055

SALARY: R948 174 per annum (all-inclusive package) Level 13

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: Knowledge and understanding of legislation, policies and work procedures. Knowledge of Public Service legislation including PFMA. Knowledge of the National Government Planning Framework. Treasury Regulations. Public Service Act and Regulations. Skills: Leadership. Project management. Investigation skills. Coaching and

DUTIES
Develop the Internal Audit coverage plan and work measurement schedules and report on the progress. Develop and implement procedures to guide audits and audit staff. Analyse evidence and review the documentation of processes and research issues. Manage and guide the planning and execution of audit projects and provide advice on audit related matters. Conduct interviews, review documents and develop solutions for audit clients.

ENQUIRIES
Mr M. Mphuthi 012 444 3216

SALARY
R948 174 per annum (all-inclusive package) Level 13

CENTRE
Head Office (Pretoria)

REQUIREMENTS

DUTIES
Co-ordinate the development, implementation and maintenance of performance and compliance monitoring and reporting systems and procedures for the Department. Provide advice and guidance on the monitoring and reporting framework. Verify and consolidate information and reports on: organisational performance, service delivery, delivery programmes, compliance with the regulatory framework (legislation, regulations, policy, etc.). Analyse reports and make recommendations on: organisational performance in terms of strategic objectives, service delivery in terms of standards, delivery programmes in terms of performance and standards, compliance with the regulatory framework (legislation, regulations, policy, etc.). Coordinate the development, implementation and maintenance of a performance and compliance monitoring and reporting system and procedure for the Department. Manage the Directorate.

ENQUIRIES

NOTE
Coloureds, Indians as well as people living with disabilities are encouraged to apply.

SALARY
R948 174 per annum (all-inclusive package) Level 13

CENTRE
Head Office (Pretoria)

REQUIREMENTS
An appropriate Master's degree in Geology, Mining, Metallurgical Science and Technology, Economics or Mining and Minerals Geology plus ten (10) years relevant experience PLUS the following key competencies: Knowledge: Advanced knowledge of mineral commodities and the mining industry. Knowledge of development in the South African and in global specific and total mineral industries and any factors which can impact on these. Public Service Regulations. Minerals Act. Balanced perception of economic development and trends. Skills: Analytical (ability to compile and analyse data). Computer literate. Presentation. Communication: Communication (verbal and written). Creativity: Ability to question, analyse, recognise problems and form
conclusions. Able to independently take appropriate corrective action. Logical thinker and meticulous.

**DUTIES**

Develop the incumbent’s proficiency in co-ordinating the collection, processing and evaluation of local and international mineral and market-related economic information by his/her subordinates. Ensure that the incumbent is able to write comprehensive mineral economic reports, with special emphasis towards training the incumbent in editing documents produced by subordinates/others. Play a meaningful role in the development of empowerment strategies in the minerals sector. Ensure full participation of mining in minerals industry of South Africa in shaping the destiny of the industry both globally and the African continent in playing a leading role in the international forums. Collect and provide relevant information that will enhance global competitiveness and attract new investments into the South African economy. Guide the incumbent in handling enquiries from clients/customers and the public as well as providing advice to management on mineral economic matters and on the promotion of optimal utilisation of South African mineral resources. Provide the incumbent with the necessary guidance for conducting in-depth market analyses and investigate studies initiated by top management. Train the incumbent in the compilation of speeches, presentations and papers to be delivered by representatives of top management. Do research and formulate National Commodity strategies. Develop mentoring programmes and guidelines.

**ENQUIRIES**

Mr R. Masetlana 012 444 3731

**NOTE**

Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 49/75**

**DEPUTY DIRECTOR: ENVIRONMENT: DMR/17/0058**

**SALARY**

R779 295 per annum (all-inclusive package) Level 12

**CENTRE**

Free State Region

**REQUIREMENTS**

A three year tertiary qualification in Environmental, Natural Science or related coupled with three (3) to five (5) years relevant experience at Assistant Director Level; Plus the following competencies: Knowledge of integrated environmental management relative to prospecting and mining work programmes. Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management. Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, Personnel management, working and creating team work, good verbal and non-verbal communication skills, excellent English reading and writing skills pragmatic environmental problem solving abilities, innovative thinking abilities, personnel management in a diverse environment. Networking skills, presentation and report writing skills, stakeholder management, project management skills, general management skills

**DUTIES**

Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legacy issues. Manage EIA process (basic assessments) scoping reports, EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor Compliance, Auditing and Performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Manage and resolve complaints and conflicts.

**NOTE**

Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**ENQUIRIES**

Mr A. Mulaudzi 057 391 1300

**POST 49/76**

**DEPUTY DIRECTOR: VETTING DMR/17/0059**

**SALARY**

R779 295 per annum (all inclusive package) Level 12

**CENTRE**

Head Office, Pretoria
**REQUIREMENTS**

B degree in Social Sciences or related and a Certificate of Competence in Vetting Training Programme coupled with three (3) to five (5) years relevant experience Plus the following competencies: Knowledge of existing vetting policies, guidelines, directives and acts and /or the development thereof, Investigation tradecraft, Skills: Problem solving and analysis, Analytical skills, self-management, Customer focus and responsiveness, Initiate, Acceptance of responsibility , Reliability, Teamwork , Communication skills, Planning and organising, Ability to manage conflict, Diplomacy, Language proficiency, Listening skills, Insight, Report writing skills, Communication (verbal and written), Decision maker, creativity, manage conflict, team player

**DUTIES**

Ensure the execution of fieldwork investigations within the Department. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Manage resources, projects and files.

**NOTE**

Mr M. Mathebula ☎ 012 444 3155

**POST 49/77**

SENIOR SECURITY RISK OFFICER DMR/17/0060

**SALARY**

R152 862 per annum (all-inclusive package) Level 05

**CENTRE**

KwaZulu-Natal Region (Durban)

**REQUIREMENTS**

A Senior Certificate and a Grade B PSIRA certificate coupled with relevant experience, Plus the following competencies: Knowledge: Security legislation, policies and procedures, Access control procedures, Safety precautions-Security registers, Skills: Problem solving skills, Communication: Communication skills, Creativity: Innovative and pro-active thinking, analytical mind

**DUTIES**

Control all physical security to protect all employees, visitors and department's assets. Administer the utilization of CCTV cameras to safeguard the department's assets. Monitor and respond to alarm system. Monitor and control emergencies within the building. Superviser and control of Security Risk Officers.

**ENQUIRIES**

Mr M Mathebula ☎ 012 444 3155

**NOTE**

Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**POST 49/78**

ADMINISTRATION CLERK (ODG) DMR/17/0061

**SALARY**

R152 862 per annum (all-inclusive package) Level 05

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A matric qualification coupled with relevant experience plus the following competencies: Knowledge of the department.  Knowledge of the functioning of the DG's office. Operation of the switchboard. Telephone etiquette, Skills: Communication, good interpersonal skills, typing skills, computer skills, time management, Communication skills (written and verbal)

**DUTIES**

Answer telephone calls within the office (DG) and attend to inquiries. Draft documents such as letters, submissions, etc. Perform administrative/registry tasks namely: make photocopies-assist in making travel arrangements for staff in the DG's office-assist in projects in the DG's office-assist with the receiving and distribution of incoming/outgoing mail correspondences. Collect minutes from the branch meeting, check /analyse compliance with agreements and summarise the content. Maintain a register for all incoming and outgoing submissions from the DG's office and the Ministry and update the database. Administer the filing of documents in the DG's office.

**ENQUIRIES**

Adv. T. Mokoena ☎ 012 444 3880

**NOTE**

Coloureds, Indians as well as people living with disabilities are encouraged to apply
ANNEXURE M

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: 22 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.

OTHER POSTS

POST 49/79: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 086/2017
Directorate: Internal Audit

SALARY: R657 558.– R774 576. all-inclusive salary package per annum (Salary Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Three (3) year tertiary qualification (NQF 06) or equivalent with at least 6 years appropriate experience of which 3 years must be in Internal Audit and 3 years at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations, investigation skills 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. Valid driver’s license is a requirement.
DUTIES: The successful candidate will be responsible for providing internal audit services in the department. Provide inputs into the development of a three-year rolling risk-based internal audit strategic plan and a one-year operational internal audit plan. Conduct assessment on the adequacy, effectiveness and efficiency of control, risk management and governance processes. Initiate and manage audit assignments in accordance with approved audit methodology and in compliance with IIA Standards. Provide supervisory guidance and leadership to audit team and ensure quality assurance is conducted on audit assignments. Manage the implementation of the approved internal audit plan. Manage and coordinate planning, execution, reporting of internal audits assignments. Conduct follow-up audits and verify post implementation of corrective action by management. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management; Conduct ad-hoc audits as and when requested by management and investigate cases reported through the Government Anti-Corrupt Hotline. Provide secretariat services to audit committee. Conduct forensic financial and operational audits, performance audits. Ensuring compliance with prescripts policies, legislation etc. Facilitate the entry and close-out meetings. Quality Assurance the findings before presentation at close out meeting and report quarterly to the management and Audit Committee meeting in respect of the Annual plan. Provide Secretariat services to the Audit Committee.

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

POST 49/80: ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO 086/2017
Directorate: Executive Monitoring

SALARY: R417 552. – R491 847. Per annum (level 10) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 6) with at least 5 years’ appropriate experience of which 3 years must be in Monitoring & Evaluation or Community and Development Planning and 2 years at supervisory level. Should possess high level skills in reporting writing, project management, community and development planning, 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. Driver’s license is a requirement.

DUTIES: The successful candidate will be responsible in providing administrative and logistical services to the Directorate: Executive Monitoring. This entails rendering a general logistical and programme / project management related support to the Directorate; Being responsible for planning all logistics related to travel and events; Providing secretariat support for meetings; Assisting with support to the Directorate during the initiation states of special projects and Executive Monitoring; Assisting with the implementation and monitoring of projects and completion of reports. Conduct research relating to special projects; Assist in stakeholder engagement on priority projects and ensure appropriate requisite and functional systems are in place for the monitoring of projects. Provide administrative support to the Director on priority programmes; Assist with the updating and maintaining of tools and guidelines for the Executive Monitoring Support programme and assist with the development, communication and distribution of Special Projects and Monitoring and Evaluation or Community and Development knowledge products.

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

POST 49/81: ASSISTANT SPECIALIST: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO 087/2017

SALARY: R417 552. – R491 847. Per annum (Salary level 10) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant 3-year tertiary qualification (NQF6) with a minimum of 5 years experience of which 3 years must be experience in Public Service dealing with
Intergovernmental relations and sectoral data analysis as well as exposure to working in Policy environment and 2 years experience at supervisory level. An Honours Degree will be an added advantage. 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 knowledge of Policy and legislation development, data management and analysis, conflict management, problem solving and research skills.

**DUTIES**

The successful candidate will be responsible for managing the SEIAS database and web application system, liaise with and provide support to stakeholders and departments, as well as to perform research. This entails The providing of support (induction and training) to departments to optimally apply SEIAS to existing and new legislations and policies: effective support to departments and assistance to departments for effective identification and utilisation of enabling legislation and policies. Managing of the SEIAS database and web application system; follow up on progress of proposals and SEIAS reports; Conducting of research on related sector for the submitted SEIAS reports: Perusal of relevant documentation/information to ensure correct and reliable data/information. Coordination of SEIAS Stakeholder engagements and facilitation of IGR related queries: Liaise with stakeholders and deal with IGR related queries. General administration of the SEIAS Unit including compiling of performance reports.

**ENQUIRIES**

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

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

ANNEXURE N

APPLICATIONS

The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

NOTE

An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply

MANAGEMENT ECHELON

POST 49/82

REGIONAL MANAGER (REGIONAL HEAD) REF NO: 2017/226

SALARY

All-inclusive salary package of R1 127 334. Per annum (Total package to be structured in accordance with the rules of senior management service)

CENTRE

Mthatha Regional Office

REQUIREMENTS

An Undergraduate qualification (NQF Level 7) in the Property and Built Environment discipline, or Management Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property and the built environment, Knowledge: property management, Public Finance Management Act, Government budget procedures/timeframes (MTEF) Financial management and administration, Project management, Construction regulations, Financial administration processes and systems, Public service act, Public service regulations, Financial manual, Treasury regulations, Skills: construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, advanced report-writing, Planning and organizing, Diplomacy, Policy analysis and development, Problem solving, Presentation, Budgeting.

DUTIES

Take responsibility for the overall management of the Regional office, Effectively manage the capital and maintenance budget to promote Black Economic Empowerment, Support development and empowerment initiatives of Government and DPW in particular, Effectively implement construction projects on behalf of client departments, Provide office accommodation to client Departments, Participate in intergovernmental forums and regularly review programmes and report on progress, Ensure financial management of the Region, Develop, review and implement the Region’s Business plan in line with the strategic plan, Ensure implementation of the departmental strategic plan in the Regional office, Manage the implementation of the department’s operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

ENQUIRIES

Mr SC Zaba, at Tel: (012) 406 1544

FOR ATTENTION

Ms N.P Mudau

CLOSING DATE

22 December 2017
<table>
<thead>
<tr>
<th>POST 49/83</th>
<th>DIRECTOR: SERVICE DELIVERY IMPROVEMENT (RE-ADVERT) REF NO: 2017/227</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE: Governance, Risk and Compliance Branch</td>
<td></td>
</tr>
<tr>
<td>Key Purpose Statement: To develop, monitor and review Service Delivery Improvement within the Department in accordance with the DPSA's Operations Management Framework.</td>
<td></td>
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<tr>
<td>SALARY: All-inclusive salary package of R948 174. Per annum</td>
<td></td>
</tr>
<tr>
<td>CENTRE: Head Office (Pretoria)</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS: An Undergraduate qualification (NQF Level 7) in Administration/Management or equivalent. 5 years’ managerial experience in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts. Valid driver’s license. Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills.</td>
<td></td>
</tr>
<tr>
<td>DUTIES: The successful candidate will be responsible for the following duties in the Strategic Management Chief Directorate: Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department, Monitor and report on the Service Delivery Improvement Plan, Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department, Develop and review the Service Delivery Model(s) for the Department aligned to the mandate, Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department, Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter, Establish appropriate systems to manage institutional performance on service delivery matters, Implement service delivery improvement programmes/projects and complaints mechanism, Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department, Develop and monitor internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.</td>
<td></td>
</tr>
<tr>
<td>ENQUIRIES: Mr I Fazel, at Tel: (012) 406 1681</td>
<td></td>
</tr>
<tr>
<td>FOR ATTENTION: Ms N.P Mudau</td>
<td></td>
</tr>
<tr>
<td>NOTE: People who applied previously should re-apply. The filling of this position will be biased to the appointment of woman and people with disabilities as first priority</td>
<td></td>
</tr>
<tr>
<td>CLOSING DATE: 15 December 2017</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 49/84</th>
<th>ASSISTANT PROJECT MANAGER INFORMATION TECHNOLOGY REF NO: 2017/229</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRE: Head Office (Pretoria)</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS: A Diploma or degree qualification in Project Management is required. An advanced project management qualification (diploma or degree) will be an advantage. 3 years’ experience in information technology project management. Must have a demonstrable MS Project experience. Good working knowledge of MS products (Word, Excel &amp; PowerPoint). Financial management skills. Must be self-driven. Good organizational skills. Good communication and interpersonal skills. In addition, applicants must be self-driven, articulate and a systematic performer, with good interpersonal skills and who thrives under pressure.</td>
<td></td>
</tr>
<tr>
<td>DUTIES: Management of IT Projects. Registration of projects. Creation and maintenance of standards and procedures. Cost analysis of basic project costs. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports. Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for...</td>
<td></td>
</tr>
</tbody>
</table>
purposes of providing good services. Marketing of the PSO to other business units of the department. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Develop business cases. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information Services. Ensure adequate documentation of all projects in the Project Office. Monitor project contracts. Play a key role in risk management. Identify staff training needs and arrange for training. Monitor changes and problems related to projects.

ENQUIRIES: Mr Masutu Ramatlotsolo, Tel: (012) 406 1577
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 22 December 2017
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE: 22 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 49/85 : DEPUTY REGISTRAR OF DEEDS: DEEDS TRAINING (REF: 3/2/1/2017/288)

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Office of the Chief Registrar of Deeds


DUTIES : Manage the co-ordination of decentralized training. Provide training/guidance to decentralised law lectures. Develop/submit inputs on curricula and revise existing courses/subjects. Provide quality assurance to assessments for decentralised courses. Manage, formulate and maintain deeds training framework. Draft, update and comment on study material. Prepare and present lectures. Manage the training policies and standards as contained in the quality management system. Develop, monitor and evaluate centralized and decentralized deeds training standards. Manage moderation of training courses (The POE system is now followed and are moderated by Deeds Training). Conduct and coordinate needs analyses with regard to deeds training requirement. Convene DTAC (Deeds Training Advisory Committee) meeting bi-annually. Maintain annual training programme. Liaise with Law Society of South Africa, Tertiary institutions and JUTA with regards to land registration training and manuals. Provide training to SADC delegates.

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

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

POST 49/86 : DIRECTOR: SERVICE DELIVERY COORDINATION (REF: 3/2/1/2017/292)
Chief Directorate: Provincial Shared Service

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Bachelor’s Degree or Advanced Diploma in Public/ Business Administration / Management (NQF Level 7), 5 years’ experience in middle management or senior managerial level. Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of Project management. Analytical and problem solving skills. Facilitation and co-ordination skills and experience. Experience in implementation of goals/ plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem solving skills. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation skills- comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy skills. A valid driver’s license (code 08). Willingness to travel. Ability to work under pressure and long hours.

DUTIES : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Shared Services Centre (PSSC) in a province through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring to focus on the delivery of PSSC Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide professional advice and support to the Chief Director: PSSC in Community participation, Community planning, Corporate and Operational Planning, Programme Performance Reporting, Corporate Project, Policy, Strategy and Infrastructure Development and Implementation, and Corporate Governance development and implementation. Coordinate and facilitate the development, implementation, integration and monitoring of the PSSC Corporate and Operational Plans, performance and governance functions to deliver corporate-wide integration of strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at an executive level. Provide assistance to the Chief Director PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Service Centre’s ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Lead communication and collaboration with senior management and staff across the department to improve the understanding of the department’s corporate governance agenda.

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

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 49/87

ASSISTANT DIRECTOR: COMMUNICATION (REF: 3/2/1/2017/289)

Directorate: Support

SALARY

R334 545 per annum (Level 9)

CENTRE

Gauteng (Pretoria)

REQUIREMENTS


DUTIES

Render media liaison and surveillance services for the provincial office. Build and maintain good relations with the provincial, local and community media and keep an up to date comprehensive media database. Render support in the development and execution of media strategy and implementation plan for the province. Prepare and distribute media invitations, media statements and opinions pieces to generate positive publicity for departmental events in the province. Coordinate attendance and participation of media during departmental events in the province. Coordinate media tours, media briefings and media interviews to promote positive publicity on departmental programmes and activities in the province. Keep track of daily media coverage of departmental issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with departmental Branch officials in the province. Profile the department’s programmes and activities through corporate publications and the mass media. Research and write articles and opinion pieces to profile the department’s programmes and activities through the internal and external departmental publications and the mass media. Generate won story ideas and interview key stakeholders to produce good quality articles profiling the department’s programmes. Coordinate the content development and production of communication and marketing related information material for the provincial office. Identify trends needs for communication and marketing related information material for the provincial office and facilitate the production of the material in consultation with relevant stakeholders. Draft content for communication and marketing related information material for the province. Coordinate the development programmes and activities taking place in the province. Render support on media buying and placement service for advertising to promote departmental programmes in the province. Facilitate registration of provincial media in the database for procurement services. Render support for content development for adverts and placement in the provincial media. Coordinate participation of provincial office for radio phone in programmes. Represent the department in the Provincial Government and district communications forum meetings. Develop projects plans for events management programme. Delegate project plan activities oversee and ensure the successful implementation of project plans against specifications. Maintain good contact with government communicators in the Province including GCIS and leverage the relationships for dissemination of the department information through their platforms.

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

POST 49/88 : SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION)
(REF: 3/2/1/2017/290)
Directorate: Financial and Supply Chain Management Services

SALARY : R281 418 per annum (Level 8)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : National Diploma or Bachelor’s Degree in Financial Management/ Supply Chain Management. 2 years supervisory experience working in the supply chain management environment. Knowledge of Supply Chain management policies and Government transport policy. Computer literacy skills. Good verbal and written communication skills. Good interpersonal skills.

DUTIES : Maintain an efficient and effective systems of procurement of goods and services: Market research to get the best price in the market. Procurement of goods and services according to the prescribes. Ensure that all required documents are attached and completely filled. Administer budget and administrative tasks for the bid committee division. Provide budget proof of available budget during meeting. Ensure that training is provided to all committee members. Provide secretarial services. Maintain effective systems and procedures for supplier’s registration and accreditation. Application on CSD and verification with SARS, financial institutions and Cipro etc.

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

POST 49/89 : SECRETARY (REF: 3/2/1/2017/293)
Directorate: Property Research Support

SALARY : R183 558 per annum (Level 6)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. Good People skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES : Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

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

POST 49/90 : SECRETARY (REF: 3/2/1/2017/294)
Directorate: Communal Property Institutions

SALARY : R183 558 per annum (Level 6)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. Good People skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES : Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

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

POST 49/91 : SECRETARY (REF: 3/2/1/2017/296)
Directorate: Social Organisational and Youth Development

SALARY : R183 558 per annum (Level 6)

CENTRE : Western Cape (Cape Town)

POST 49/92 : SECRETARY (REF: 3/2/1/2017/297)
Directorate: Imagery and Topographic Data

SALARY : R183 558 per annum (Level 6)

CENTRE : Western Cape (Mobray / Cape Town)
REQUIREMENTS: Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. Good People skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES: Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

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

POST 49/93: ADMINISTRATION CLERK (REF: 3/2/1/2017/291)
Directorate: Quality Assurance

SALARY: R152 862 per annum (Level 5)
CENTRE: Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the public services. Understanding of the working procedures in terms of the working environment. Computer skills. Planning and organization skills. Language skills. Good verbal and written communication skills. Accurate and thorough. Analytical skills.

DUTIES: Attend to clients. Handle telephonic and other enquiries received. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Allocate access numbers to all submissions. Using spreadsheet to track all outgoing submissions. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district office). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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
<table>
<thead>
<tr>
<th>POST 49/94</th>
<th>PROVISIONING CLERK (LOGISTICS SERVICES) (REF: 3/2/1/2017/295)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Directorate: Financial and Supply Chain Management Services</td>
</tr>
<tr>
<td>SALARY</td>
<td>R152 862 per annum (Level 5)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Free State</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 certificate. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative frameworks governing the public service, Job related skills: Planning and organising skills, computer literacy skills, communication (verbal and written) skills, interpersonal relations skill. Working under pressure and meeting deadlines. Knowledge and application of legislation, policies and procedures, knowledge of constitution, good governance and Batho Pele principles.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Authorization of LOGIS requests. Receive procurement or order parcels. Verify suppliers banking details on SDC. Verify Safety Net and Vat Vendor status. Link supplier to the service to be rendered. Link correct amounts to services to be rendered. Authorize requests and creation of Procurement Advices. Capture quotations and system generated contracts. Render logistical support services. Liaise with client offices and suppliers regarding queries. Aging of orders for easy referencing. Recording of outgoing documents from Logistics. Photocopying, scanning, faxing and e-mailing of orders to appointed suppliers. Making follow ups with suppliers for effective service delivery. Manage 0-9 filing. Reconciliation of invoices with logis orders for payments. Approval ACCPAC requisitions. Receive and register Accpac requisitions parcels. Verify information captured on the system. Check billing accounts for correctness, approve requisition and forward it for Purchase order authorization. Send out purchase orders to suppliers and projects officers.</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>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 <a href="http://drdir.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdir.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a></td>
</tr>
</tbody>
</table>
THE 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: 22 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.

MANAGEMENT ECHELON

POST 49/95: DIRECTOR: STRATEGIC PARTNERSHIPS (MARKET ACCESS) REF: EDE/001

SALARY: R948 174. all inclusive salary package per annum.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Political Science/Public Service Administration/Economics. A minimum of five years’ experience at a Middle/Senior Management (MMS/SMS) level within a partnerships management and trade negotiations environment. Completion of Senior Management Leadership Programme will be an added advantage. Successful candidate should possess the following competencies: Advanced Strategic Capability and Leadership, Advanced People Management and Empowerment, Expert Programme and Project Management, Competent Financial Management and Expert Change Management.

DUTIES: The incumbent is expected to manage the identification of market access opportunities and support the implementation of a Private and Public Supplier Development Framework/Guideline. Manage the development of strategies and action plans to unlock private and public sector procurement opportunities through various policy levels for SMMEs and Cooperatives. Create partnerships to help leverage resources to contribute towards additional funding for the development of SMMEs and Cooperatives. Negotiate trade off agreements and deals for SMMEs and Cooperatives to limit risks transferred to enterprises. Establish networks within SMME, Cooperatives and Informal Business Eco system. Manage the transversal, bilateral and multilateral agreements that leverage the enterprise support from the private sector and multilateral organisations. Manage local and international partnerships that leverage the enterprise support from the private sector and multilateral organisations. Manage local and international partnerships that leverage on available market access opportunities. Manage the execution of the strategy for market access and partnerships. Communicates with internal and external stakeholders and lead technical discussions without compromising the integrity of the Department. Facilitate the development and implementation of norms and standards; identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the Directorate. Manage the financial, human and physical resources of the Directorate.

ENQUIRIES: Mr Mciniseli Jele, Tel No: (012) 394-5241

NOTE: People with disability are encouraged to apply.
POST 49/96  :  ADMINISTRATOR. REF: ODG/002

SALARY  :  R183 558. Per annum excluding benefits.
CENTRE  :  Pretoria
REQUIREMENTS  :  National Diploma/B. Degree in Business Administration or Public Administration with a minimum of 2 years working experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills. The successful candidate will be required to travel and work extended hours.

DUTIES  :  Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Proofs read and rectify minutes, submissions and reports. Receive and direct information queries emanating from the issues discussed at meetings to the relevant units. Schedule and reschedule meeting dates accordingly. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretarial support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments.

ENQUIRIES  :  Ms T Magooa, Tel no: (012) 394 3319 / Mr L Njovane, Tel no: (012) 394 1440
NOTE  :  EE Requirements: Preference will be given to Asian Males / White Males and People with a disability.

POST 49/97  :  RECEPTIONIST (6 MONTHS CONTRACT). REF: CORPSERV/003

SALARY  :  R152 862. Plus 37% in lieu benefit per annum.
CENTRE  :  Pretoria
REQUIREMENTS  :  A Senior Certificate coupled with at least 2 years Receptionist experience in a corporate environment. Computer literacy (Microsoft Office package). Telephone etiquette interpersonal skills, customer service skills, planning and organising skills, communication skills both verbal and non-verbal.

DUTIES  :  Provide front-line reception services by performing the following duties: receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Attend to all visitors and guide them to respective offices. Attend to all queries brought by the visitors and refer them to respective officials. Make appointments to personnel on behalf of visitors. Render telecommunication services. Answer all incoming telephones and direct those calls to respective officials. Attend to all electronic and telephone queries. Maintain electronic diaries. Book and arrange meetings. Provide administrative support by typing documents, assemble and organise documents, make photocopies and scan and file documents. Maintain incoming and outgoing register of all goods or items.

ENQUIRIES  :  Ms Nompumelelo Radebe, Tel no: (012) 394-1339 / Ms Tshego Katjeni, Tel no: (012) 394 5286
NOTE  :  EE Requirements: Preference will be given African Males / African Females / White Males / White Females and People with a disability.
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: 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: Mrs L Mabole

NWRI: Central Operations (Pretoria): 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

Gauteng Provincial Office. The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothong Plaza East Building, 15th Floor. For Attention: Mr. Daniel Masoga

NWRI Central Operations: (Tugela Vaal): Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagesrust, 3354 For Attention: Ms N Nkabini

CLOSING DATE: 22 December 2017 Time: 10H00

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. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. 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 and verification of qualification prior to appointment. 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 49/98: PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 221217/01

Directorate: Infrastructure Development and Maintenance

SALARY: R948 174 per annum, (All inclusive salary package), (Level 13)

CENTRE: Gauteng Provincial Office

REQUIREMENTS: B-Degree (NQF level 7) qualification in Water Resources or Built discipline. Six (6) to ten (10) years experience in Water Sector environment or Built environment coupled with project management experience. Five (5) years experience at Middle/Senior Management level. Experience and knowledge of process facilitation or stakeholder engagement. Must be conversant with collaborative decision making e.g. drawing agreements. Understanding the functioning of government and knowledge of networking. Understanding of e-collaboration and networking. Strategic capability and leadership. Programme and project management. Sound financial management skills. Must have
people management, empowerment, knowledge management and change management skills.

**DUTIES**

To ensure successful planning and implementation of the Regional Bulk Infrastructure Programme. Ensure programme and financial management. Roll out of regional bulk business process. Identify and confirm the short, medium and long term interventions to ensure successful implementation. Monitor and report the implementation of the Regional Bulk Programme. Conduct performance evaluations. Arrange and attend Regional Bulk Infrastructure Programme meetings. Support Water Services Authorities to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes. Participate in the regional inter-governmental structures.

**ENQUIRIES**

Mr. S. Mthembu, Tel 012 – 392 1301.

**APPLICATIONS**

Applications for the Regional Project Manager must be forwarded 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: Mrs L Mabole

**OTHER POSTS**

**POST 49/99**

**ASSISTANT DIRECTOR: COMPLIANCE & OVERSIGHT REF NO:** 221217/02

**SALARY**

R361 659 per annum (level 10)

**CENTRE**

Gauteng Provincial Office

**REQUIREMENTS**


**DUTIES**

Perform enterprise risk management. Perform regular inspections both main and trading account. Perform preliminary investigations. Coordination of internal and external audits on both main and trading account. People management

**ENQUIRIES**

Ms T Mashiloane Tel (012) 392 1489

**POST 49/100**

**ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT SERVICES) REF NO: 221217/03**

(This is a re-advertisement and those who has previously applied are encouraged to re-apply).

**SALARY**

R226 611 per annum, (Level 07)

**CENTRE**

NWRI: Central Operations, Tugela Vaal

**REQUIREMENTS**

National Diploma or Degree in Public Management/Administration/Business Management or relevant qualifications. Zero (0) to one (1) year administrative/clerical experience Working experience in various Human Resource Management aspects will serve as an added advantage. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Good verbal written and communication and report writing skills. Good interpersonal relations, organisation skills. Ability to work under pressure and meet prescribed

61

ENQUIRIES: Mr. P Motsepe, Tel 063 - 502 1608.

POST 49/101: SECRETARY X 2 POSTS

SALARY: R152 862 per annum, (Level 05)

CENTRE: Head Office (Pretoria) REF NO: 221217/04 A
NWRI Central Operation (Pretoria) REF NO: 221217/04 B


DUTIES: Provides secretarial / receptionist and clerical support service to The manager. Receives telephone calls and messages for the manager and channels calls to relevant role players if needs be. Manages and coordinates the diary of the manager by recording appointments and events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collects all relevant documents and information to enable the manager to prepare for meetings. Records minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager. Perform any other relevant function.

ENQUIRIES: Mr V Mfomande, Tel. 012 336 8667 Head Office (Pretoria)
Ms N Ndumo, Tel 012 741 7340 NWRI Central Operation (Pretoria)
**ANNEXURE R**

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.*

### APPLICATIONS
The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

### FOR ATTENTION
Ms L Boshielo

### CLOSING DATE
15 December 2017 @ 16:30

### NOTE
Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. The recommended candidate will be required to enter into a performance agreement and submit a financial disclosure annually.

### MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST 49/102</th>
<th>CHIEF DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES</th>
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<td>Branch: Corporate Management</td>
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| SALARY      | All-inclusive package of R1,127,334 per annum(level 14) which consist of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules |
| CENTRE      | Pretoria |

| REQUIREMENTS | An appropriate three year Bachelor’s degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years' relevant experience at senior management level. Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Policy Analysis, Research Analysis. Process competencies: Communication, planning and organising, client orientation and customer focused, service delivery innovation, computer literate, Honesty and integrity, Problem solving, analysis and reporting. |

| DUTIES      | Manage staff and co-ordinate logistics for outgoing and incoming state official and working visits of the Principals in conjunction with their Private Offices and DIRCO. Provide strategic leadership in management and coordination of Chancery of Orders and operationalization of State and official funerals. Planning and coordination of the Inauguration. Chairing the Presidency’s Protocol committee responsible for domestic invites, sitting plan for all public engagements and sectorial meetings. Coordinate the entire sitting plan and Order of Proceedings. Manage all public engagements of the Principals. Support the Department of International Relations and Co-operation (DIRCO) in the coordination of the international programme. Manage and coordinate the swearing in of the Deputy President, Ministers and Deputy Minister after the inauguration. |

| ENQUIRIES   | Ms Nonhlhanla Mshengu, Tel: (012) 300-5895 |

| NOTE        | Candidates will be subjected to a security clearance up to the level of “Top Secret”. |
POST 49/103

CHIEF DIRECTOR: CABINET SECRETARIAT
Branch: Cabinet Office

SALARY

All-inclusive package of R1,127,334 per annum (level 14) which consist of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.

CENTRE

Pretoria

REQUIREMENTS

An appropriate three year Bachelor’s degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years’ relevant experience at senior management level. Understanding of government planning, policies and processes. Core Competencies: Knowledge management, Good verbal and written communication skills, planning and organising, client orientation and customer focus, strategic leadership, programme and project management, research analysis, policy analysis, computer literacy, honesty and integrity, change management, interpersonal skills, financial management, problem solving, analysis and reporting, people management and empowerment.

DUTIES

Responsible for Cabinet activities such as drafting Cabinet Agendas, attend Cabinet Meetings and writing Cabinet meeting minutes. Oversee the process of drafting agendas, minute taking and related logistical arrangements for cabinet committee meetings. Foster a common understanding of the functioning of Cabinet and its committees, the decision-making process and to clarify and streamline working processes. Foster working relationships in support of the Cabinet system. Align annual Presidency planning, budgeting, reporting and performance processes. Develop chief directorate strategic planning and operational plans. Develop policies on how cabinet functions in relation to the uniform drafting of agendas and minutes, as well as the managing of meetings of Cabinet and its committees. Financial management of the component. Provide administrative advice to the Principals and the Secretary of the Cabinet on issues relating to the functioning of Cabinet and its Committees and participate in formulating overall policies guiding the general activities of the Presidency.

ENQUIRIES

Ms Nonhlanhla Mshengu, Tel: (012) 300 5895

FOR ATTENTION

Ms Kefilwe Maubane

INTERNSHIP PROGRAMME 2018/2019

APPLICATIONS

The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

FOR ATTENTION

Ms K Maubane

CLOSING DATE

20 December 2017 @ 16h00

NOTE

Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID document, as well as a comprehensive CV. It is an applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening relating to RSA citizenship, Criminal record, Credit record, verification of qualification(s). The outcome of this screening will be considered to determine suitability for employment. These internships are based in PRETORIA/CAPE TOWN respectively, as indicated. Candidates must be willing and able to find their own accommodation in Pretoria/Cape Town respectively, considering that they will not earn a salary but only a stipend. Each post must be applied for on a separate application form. If an application is received where person makes reference to more than one post, only the first reference will be considered. In addition to the requirements mentioned in each individual advertisement below: Unemployed South African graduates/post graduates, who are younger than 35 years of age, with a tertiary qualification in one of the fields of study (as mentioned in each advert below), who has not been previously employed under any internship programme.
OTHER POSTS

POST 49/104 : PRIVATE OFFICE OF THE PRESIDENT REF NO: /1
Chief Directorate: Communication
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Media monitoring and circulation of media reports and material. Office administration. Updating media mailing list and data. Assist with the organizing of media briefings and media liaison duties during events.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/105 : PRIVATE OFFICE OF THE PRESIDENT REF NO: /2
Chief Directorate: Support Services
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Applicants must be in possession of a National Diploma/Degree in Public Administration/Records Management.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/106 : CABINET OFFICE: FOSAD SECRETARIAT REF NO: /3
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : To assist with administrative and logistical arrangements for the successful convening and hosting of FOSAD cluster meetings. Provide secretarial services to FOSAD cluster meetings.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/107 : OFFICE OF THE DEPUTY PRESIDENT: DEPUTY DIRECTOR-GENERAL (2 POSITIONS) REF NO: /4
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : To provide research support on special projects assigned to the Office of the Deputy President. Draft reports and support the management team with compiling briefing notes and documents. Support the communications function
of the unit in relation to social media, media monitoring and communications research.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/108: CORPORATE SERVICES: AUXILIARY SERVICES REF NO: /5
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Knowledge Management/ Library Services & Information Management

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Administration
DUTIES: Maintain and manage the inventory, Maintain office calendar, Prepare minutes of all internal and external meetings, Track budgets for the spousal support, Oversee all internal and external procurements, Device and manage the filling system together with the unit secretary, Manage administration of the spouses social outreach programme, Tracking documents for the unit, Arrange the flight and accommodation for the Spouses of the President, Deputy President and the dependents.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/109: CORPORATE SERVICES: SPOUSAL SUPPORT REF NO: /6
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Information Technology Support Systems
DUTIES: Provide user support with hardware and software applications as well as Transversal Systems. Prepare new computers for users. Issue IT equipment to users. Provide support during video conferencing and presentations. Capture equipment in an inventory system. Retrieve computer equipment from users leaving the employment of The Presidency, Development and Maintenance of IT systems analysis. Database administration. Helpdesk Operations

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/110: CORPORATE SUPPORT SERVICES: INFORMATION TECHNOLOGY (2 POSITIONS): REF NO: /7
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Information Technology Support Systems
DUTIES: Provide user support with hardware and software applications as well as Transversal Systems. Prepare new computers for users. Issue IT equipment to users. Provide support during video conferencing and presentations. Capture equipment in an inventory system. Retrieve computer equipment from users leaving the employment of The Presidency, Development and Maintenance of IT systems analysis. Database administration. Helpdesk Operations

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/111: CORPORATE SERVICES: ACCOMODATION & HOUSEHOLD REF NO: /8
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

**CENTRE**  : Pretoria
**REQUIREMENTS**  : Applicants must be in possession of N6 or equivalent in Electrical and Mechanical engineering
**DUTIES**  : Minor maintenance of electrical, mechanical, plumbing and wood work
**ENQUIRIES**  : Ms. Felicity Mokwele (012) 300 5875

**POST 49/112**  : **CORPORATE SERVICES: ACCOMODATION AND HOUSEHOLD REF NO: /9**
Period: 01 April 2018 until 31 March 2019

**STIPEND**  : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

**CENTRE**  : Pretoria
**REQUIREMENTS**  : Applicants must be in possession of National Diploma Public Administration or Office Administration
**DUTIES**  : Recordkeeping and customer liaison and any other administrative duties
**ENQUIRIES**  : Ms. Felicity Mokwele (012) 300 5875

**POST 49/113**  : **LEGAL & EXECUTIVE SERVICES REF NO: /10**
Period: 01 April 2018 until 31 March 2019

**STIPEND**  : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

**CENTRE**  : Pretoria
**REQUIREMENTS**  : Applicants must be in possession of Degree in Law/ Legal qualifications
**DUTIES**  : Drafting of legal opinions. Vetting of contracts. Assisting with the processing of Executive Acts and Legislation.
**ENQUIRIES**  : Ms. Felicity Mokwele (012) 300 5875

**POST 49/114**  : **OFFICE OF THE CHIEF OPERATIONS OFFICER REF NO: /11**
Period: 01 April 2018 until 31 March 2019

**STIPEND**  : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

**CENTRE**  : Pretoria
**REQUIREMENTS**  : Applicants must be in possession of National Diploma/Degree in Public Administration/Management/Business Administration
**ENQUIRIES**  : Ms. Felicity Mokwele (012) 300 5875

**POST 49/115**  : **OFFICE OF THE CHIEF FINANCIAL OFFICER: REF NO: /12**
Period: 01 April 2018 until 31 March 2019

**STIPEND**  : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master’s Degree R6 159.83 per month; or
PhD R7 649.60 per month

**CENTRE**  : Pretoria
**REQUIREMENTS**  : Applicants must be in possession of National Diploma/Degree in Office Management and Technology or Public Management.
**DUTIES**  : Manage incoming and outgoing correspondence. Arrange meetings with internal and external stakeholders. Record keeping and filling. Minute taking and typing.
ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/116: OFFICE OF THE CFO: FINANCIAL ADMINISTRATION (2 POSTS) REF NO: /13
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS: Pretoria

DUTIES: Payments. Administration. Payments/Tax

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/117: FINANCIAL MANAGEMENT: CONTRACT MANAGEMENT REF NO: /14
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS: Pretoria

DUTIES: Contract administration. Contract expiring monitoring. Receiving of progress reports. Scanning and filling

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/118: FINANCIAL MANAGEMENT: INTERNAL CONTROL REF NO: /15
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS: Pretoria

DUTIES: Maintain and ensure good batch/document control (filling). Review compliance of payments with policies and procedures. Assist with reporting on the status of compliance with policies and procedures. Register and investigate instances of losses, irregular and fruitless and wasteful expenditure. Registering of invoices and tracking the payments. Assist with coordinating external and internal requests for information. Conducting financial inspection (Petty Cash inspection and Assets verification)

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/119: SUPPLY CHAIN MANAGEMENT: TRANSIT & WARE HOUSE REF NO: /16
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS: Pretoria

DUTIES: Transit: Follow up on 0-9 files, Certification of invoices upon receipts of goods and services. Receipt of goods from the suppliers. Capture receipts online Warehouse: Issuing of stationary items to internal clients. Receipt of stock
from service providers. Capture issues and receipts online. Liaise with service providers as well as our internal clientele.

**ENQUIRIES**
Ms. Felicity Mokwele (012) 300 5875

**POST 49/120**
**SUPPLY CHAIN MANAGEMENT: TRANSPORT REF NO: /17**
Period: 01 April 2018 until 31 March 2019

**STIPEND**
The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of National Diploma/ Degree in Transport

**DUTIES**

**ENQUIRIES**
Ms. Felicity Mokwele (012) 300 5875

**POST 49/121**
**SUPPLY CHAIN MANAGEMENT: ORDERS REF NO: /18**
Period: 01 April 2018 until 31 March 2019

**STIPEND**
The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of National Diploma/ Degree in Logistics/ Supply Chain Management

**DUTIES**
Capture requisitions. Create item control numbers. Register non CSD suppliers. Generate procurement advice. Fax or email orders to suppliers. Register documents on invoice tracking systems and daily register. Handle internal and external queries

**ENQUIRIES**
Ms. Felicity Mokwele (012) 300 5875

**POST 49/122**
**SUPPLY CHAIN MANAGEMENT: DEMAND & ACQUISITIONS REF NO: /19**
Period: 01 April 2018 until 31 March 2019

**STIPEND**
The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of National Diploma/ Degree in Logistics/ Supply Chain Management/ Purchasing Management/ Logistics/ Public Management

**DUTIES**
Request quotations. Evaluate quotations.

**ENQUIRIES**
Ms. Felicity Mokwele (012) 300 5875

**POST 49/123**
**CHIEF DIRECTORATE HRM & D (ORGANIZATIONAL DEVELOPMENT) REF NO: /20**
Period: 01 April 2018 until 31 March 2019

**STIPEND**
The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master’s Degree R6 159.83 per month; or
- PhD R7 649.60 per month

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must be in possession of National Diploma/Degree in HRM/Public Management

**DUTIES**
Assist in implementation of various learning and development programmes. Assist in arranging training and development for The Presidency staff. Compile and maintain database of employed, terminated and appointed learners and interns. Follow up on outstanding information, documentation and reports. Perform customer service functions by attending to all learning and

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/124: LABOUR RELATIONS REF NO: /21
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month;
- Master's Degree R6 159.83 per month;
- PhD R7 649.60 per month

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Labour Relations/Labour Law/LLB/B Proc/B Juris

DUTIES: Provide and advice on disciplinary and grievances. DBC task team and report writing. Capture cases on PERSAL. Provide administrative support during disciplinary hearings.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/125: EMPLOYEE HEALTH & WELLNESS AND GENDER MAINSTREAMING: REF NO: /22
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month;
- Master's Degree R6 159.83 per month;
- PhD R7 649.60 per month

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession National Diploma in Psychology/Social work

DUTIES: Co-ordinate health and wellness events. Provide administrative support to the Employee Health and Wellness sub-directorate. Screen and provide counselling to employees, filling of employee health and wellness cases.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/126: PROTOCOL AND CEREMONIAL SERVICES: PROTOCOL REF NO: /23
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month;
- Master's Degree R6 159.83 per month;
- PhD R7 649.60 per month

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Administration

DUTIES: Provide general administrative support to the Unit. Making travel arrangements for Protocol officials, typing, photocopying, faxing, filling of documents, ordering stationary, tracking expenditure, assisting in Protocol duties during preparation of major event

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/127: EVENTS MANAGEMENT REF NO: /24
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month;
- Master's Degree R6 159.83 per month;
- PhD R7 649.60 per month

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of National Diploma/Degree in Public Management/Administration/Public Relations/Events Management/Project Management
DUTIES: Render overall administrative duties in the unit. Render secretariat duties in the Director's office in the absence of the Secretary. Render/assist in all events and meeting planning assigned to the Unit by the Private Office of the President and the Office of the Deputy President and the Presidency as a department.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/128: CORPORATE SUPPORT SERVICES: ACCOMODATION & HOUSEHOLD-TUYNHUYS REF NO: /25
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master's Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE REQUIREMENTS: Cape Town

DUTIES: Perform administrative related duties. Facilitate the process of obtaining operating equipment for Tuynhuys and the residences.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/129: CORPORATE SUPPORT SERVICES: ACCOMODATION & HOUSEHOLD-TUYNHUYS REF NO: /26
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master's Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE REQUIREMENTS: Cape Town

DUTIES: Administrative related duties. Facilitate the process to obtain operating equipment for Tuynhuys and the residences.

ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/130: CORPORATE SUPPORT SERVICES: GENADENDAL REF NO: /27
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master's Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE REQUIREMENTS: Cape Town


ENQUIRIES: Ms. Felicity Mokwele (012) 300 5875

POST 49/131: CORPORATE SUPPORT SERVICES: INFORMATION TECHNOLOGY: REF NO: /28
Period: 01 April 2018 until 31 March 2019

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- National Diploma/Degree/Honours R4 982.51 per month; or
- Master's Degree R6 159.83 per month; or
- PhD R7 649.60 per month

CENTRE REQUIREMENTS: Cape Town

DUTIES: Applicants must be in possession of National Diploma/Degree in Information Technology Software Development.
**DUTIES**

Provide user support with hardware and software applications as well as Transversal Systems. Prepare new computers for users. Issue IT equipment to users. Provide support during video conferencing and presentations. Capture equipment in an inventory system. Retrieve computer equipment from users leaving the employment of The Presidency. Development and Maintenance of IT systems analysis. Database administration. Helpdesk Operations

**ENQUIRIES**

Ms. Felicity Mokwele (012) 300 5875
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.

APPLICATIONS
Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31–33 Phillip Frame Road, Chiselhurst, 5206

FOR ATTENTION: Mr Z. Ntozini

CLOSING DATE: 22 December 2017

NOTE: 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 temporary 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. 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 representativity (race, gender and disability) Women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets Applications who do not comply with the above will be disqualified. Applications received after closing date will not be considered No faxed and emailed applications will be considered. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.dpsa.gov.za

MANAGEMENT ECHELON

POST 49/132: CHIEF FINANCIAL OFFICER: REF NO: ECDHS 01/12/2017
Purpose: To give guidance regarding the management of the departmental financial purposes

SALARY: R1 127 334 - R1 347 879. (An all-inclusive package) Level 14

CENTRE: Head Office

REQUIREMENTS:
Formal Qualifications: A relevant qualification NQF7 in the financial field or Accounting as recognised by SAQA with five (5) years’ experience at Senior Management level. In depth knowledge of the Public Finance Management Act and Preferential Procurement Policy Framework Act (Act 5 of 2000) as well as other relevant prescripts within the public sector. Extensive knowledge of government budgeting processes and principles as well as a knowledge of contracts management and supply chain management. Strategic capabilities and leadership traits and project management, financial management, change management, knowledge management, service delivery innovations, people management and empowerment, client orientation, negotiation and interpersonal skills, honesty and integrity. A valid drivers’ licence is a must and be prepared to travel throughout the province.
DUTIES: Executive the financial management function at all levels in terms of PFMA and Treasury Regulations, the interpretation thereof and rendering of technical office to the Accounting Officer or Head of Department. Ensure that the financial resources and assets of the department are utilised effectively and economically to realise the objectives of the strategic plan. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Division of Revenue Act. Assist the accounting officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the department, exercise budgetary control process and provide early warning arrangements at a strategic level. Oversee the preparation and submission of the annual statements and liaise with the auditor general. Managing the conditional grant of the department and ensure compliance with the provisions of the legislations that govern it. Conduct annual strategic planning of finance according to the Medium Term Expenditure Framework (MTEF). Oversee the preparation and submission of monthly financial reports as well as annual financial statements to external auditors. Advise the Accounting Officer on all matters that may have adverse financial implications for the department. Liaise with National Treasury, relevant boards and the office of the auditor general on financial matters. Perform general responsibilities as reflected in the Senior Management Service Handbook.

Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government Programmes, Information Management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management and programme and project management Decision making, knowledge management and change management.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

OTHER POSTS

POST 49/133: CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: JOE GQABI REGION: REF ECHDS02/12/2017 Purpose: To perform and manage all aspects of varied innovative and complex project activities that results in progress in technology and projects applications and provide strategic direction in the process

SALARY: R935 172 - R1 069 272. (An all-inclusive package) Level 12 OSD

CENTRE: Joe Gqabi

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. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act (PFMA). In-depth knowledge of legislation framework that governs the Public Service, Government programmes, information management and Policies and Procedures, Facilitation, report writing, research, computer literacy, negotiation, networking, presentation skills. Interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Problem solving and analysis, financial management and programme and project management. Decision making, knowledge management and change management.

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
Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

POST 49/134
DEPUTY DIRECTOR: CORPORATE SECRETARIAT: REF NO: ECDHS 03/12/2017
Purpose: To provide efficient, effective and qualitative corporate secretariat support to the MEC and the Department.

SALARY
R657 558 - R774 576. Level 11 All-inclusive Package

CENTRE
Head Office

REQUIREMENTS
Formal Qualifications: A three year degree/diploma in Public Administration/Business Administration or equivalent NQF6 qualification with 3 years working experience in administration or a Senior Certificate coupled with 10 years’ experience in the administration field. Exceptional analysis and interpretation of information related to projects management and financial. Ability to interact at high level maintaining sound interpersonal relations. Well-developed co-ordination skills and report writing. Understanding of compliance issues and knowledge of government prescripts and legislation. Presentation skills, knowledge and practical experience on Microsoft word programmes. Ability to work long hours. Exposure to human settlements will be an added advantage. A valid driver’s licence and willingness to travel extensively. Skills and Competencies: Knowledge and application of applicable legislation and prescripts. Government Programmes, Information Management and policies and procedures. In-depth understanding of broad corporate service issues. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Decision making, knowledge management and change management. Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical skills.

DUTIES
Provide secretariat, logistical, administrative support to various strategic decision making structures of the Department and high level committees. Compile reports, memorandum and letters regarding issues to be communications. Synchronise decisions taken at various structures of the Department and ensure that they reach the highest decision structure of the Department. Develop and maintain a database of resolutions of these structures. Supervise and provide training to subordinates on various matters. Assist to oversee the budget of the sub-component. Manage the sub-component.

ENQUIRIES
Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

POST 49/135
ASSISTANT DIRECTOR: EMERGENCY HOUSING REF: NO ECDHS04/12/2017
Purpose: To facilitate, co-ordinate and provide administrative support to emergency housing programmes.

SALARY
R417 552 - R491 847. Level 10

CENTRE
Head Office

REQUIREMENTS
Formal Qualifications: A 3 year degree/diploma in built environment or equivalent NQF6 qualification with 3 years working experience in the Human Settlements environment/development or a Senior Certificate/N3 coupled with 5 years working experience in the emergency housing environment. Eligible to be registered with relevant bodies. Proven ability and exposure in working
with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid driver’s licence is a must.

Skills and Competencies:
- Knowledge and application of the following prescribe: Applicable legislation and prescripts. Government programmes, information management, policies and procedures. Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management and presentation skills. Interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management and presentation skills.
- Interpersonal relations, loyalty, fairness, responsive and commitment.

DUTIES:
- Monitor the utilization of emergency housing system including capturing and uploading of relevant documents. Manage the allocation of emergency housing projects to the contractors. Facilitate, monitor and guide the implementation of emergency housing projects in line with the emergency housing policy. Monitor performance of contractors through service level agreements. Ensure management of both formal and informal emergency housing requests. Co-ordinate and conduct damage assessments for various emergency/disaster situations in the province. Manage/conduct inspections and certification of construction works in various project sites. Ensure compilation of relevant projects documentation for new and existing projects. Ensure signing of hand over certificates by project beneficiaries. Conduct technical site meetings and liaise with relevant stakeholders. Monitor expenditure and ensure processing and payment of invoices from contractors. Facilitate the resolution of disputes emanating from projects. Ensure compilation of reports for permanent solution. Ensure compliance and reporting of contractors of EPWP. Participate in Disaster Management reporting forums.

ENQUIRIES:
- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

POST 49/136

ASSISTANT DIRECTOR: MONITORING AND EVALUATION: REF NO: ECDHS 05/12/2017

Purpose: To support the development, implementation and maintenance of a comprehensive Monitoring and Evaluation system that ensures Organisational performance and accountability.

SALARY: R334 545 - R404 121. Level 9
CENTRE: Head Office

REQUIREMENTS:
- Formal Qualifications: A 3 year degree or diploma in Social Sciences/Public Management or equivalent NQF6 qualification with 3 years working experience in the monitoring and evaluation and/or research environment or a Senior Certificate coupled with 5 years working experience in the monitoring and evaluation and/or research environment. At least an NQF7 equivalent training/certificate or learning programme in Monitoring and Evaluation. Knowledge of the relevant acts/prescripts and legislations. A valid drivers’ licence is a must. Skills and Competencies: Knowledge and application of the applicable legislation and prescripts. Government programmes, information management, policies and procedures. Facilitation, research, report writing, networking, interpersonal relations, computer literacy, presentation, interpersonal relations, loyalty, fairness, integrity, responsive, courteousness, responsibility and commitment.

DUTIES:

ENQUIRIES:
- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

POST 49/137

STATE ACCOUNTANT: SALARY CONTROL AND MANAGEMENT REF NO ECDHS 06/12/2017

Purpose: To render salary control and management services

SALARY: R226 611 - R266 943. Level 7
CENTRE: Head Office
**REQUIREMENTS**

Formal Qualifications: A 3 year degree or diploma in Finance, Accounting or Auditing Management or NQF6 equivalent qualification with 2 years working experience in the financial environment or a Senior Certificate coupled with 3 years working experience in the financial environment. Good understanding of Accounting Principles. Knowledge of PFMA, Treasury Regulations, Provincial Treasury Instructions and other relevant prescripts. Good communication skills (verbal and written). Computer literacy. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and procedures, government policies and planning systems, government programme of action, Public Service Regularity Framework, Presidency policies and procedures, report writing, negotiation, communication, computer literacy, conflict management, presentation, working in a team, responsibility and commitment.

**DUTIES**

Control payment of provisioning and recruitment services. Control salary related suspense accounts. Settlements of inter-departmental claims. Control payments of conditions of service benefits (i.e. Fuel claims and leave gratuities).

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

**POST 49/138**

SENIOR ACCOUNTING CLERK: HOUSING SUBSIDY SYSTEMS: REF NO: ECDHS07/12/2017

Purpose: To manage and administer housing subsidy systems (HSS)

**SALARY**

R152 862 - R180 063. Level 5

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A 3 year degree/diploma or equivalent NQF6 qualification with 1 years working experience in housing subsidy systems or a Senior Certificate coupled with 2 years working experience in housing subsidy systems. Knowledge and ability of working on the housing subsidy system (HSS). Knowledge and ability of working on the housing subsidy claims management module. Computer literacy with knowledge of Excel. Sound knowledge of general office administration and relevant legislations like PFMA, DORA and Housing Policy. Good communication skills (verbal and written). Skills and Competencies: Knowledge and application of HSS policies and procedures, government programme of action, Public Service Regularity Framework, Presidency policies and procedures, information management. Performance management. Good interpersonal relations, communication, computer literacy, personal effectiveness, working in a team. Organised, pay attention to details, be able to hand confidential matters, ability to work under pressure.

**DUTIES**

Processing of claims on Housing Subsidy System. Capturing of non-financial data and reconcile with Project Implementation Plans. Filing of source documents or data and reconcile with Project Implementation Plans. Filing of source documents or data captured on HSS e.g. contracts, addendums/sessions. Edit approved beneficiaries on HSS when required and receive subsidy applications that need to be filled. Attend queries related project claims from various stakeholders.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743
ANNEXURE T

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

APPLICATIONS: Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein

FOR ATTENTION: Ms T Modupe

CLOSING DATE: 29 December 2017

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver’s license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 49/139: CHIEF DIRECTOR: CULTURAL AFFAIRS (REF NO 2000/1)

SALARY: R1 127 334. Per annum. This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification in an Arts and Culture, Heritage or any relevant field. At least 5 years working experience at a Senior Management level. Extensive knowledge and understanding of the culture affairs Sector (Visual & Performing Arts, Heritage and Museum as well as Language Services) Well develop strategic thinking, financial, human Resource and Asset Management skills. Ability to interpret and apply various Arts and Culture legislation as well as Public Service Legislation in general e.g. PFMA, Public Service Act etc. Valid Driver’s Licence

DUTIES: Provide Strategic advice and direction to the Culture Affair Chief Directorate which include inter alia the provision and protection of sustainable heritage resources in the province, develop en manage a strategy that promotes language development and overall improvement, implementation of practices that add to development and growth of all disciplines related to visual and performing arts. Manage the interpretation and implementation of Arts, Culture and Heritage related policies as well as related White Papers. Oversee the implementation of programs that encourage participation/ access to all Arts, Culture and Heritage related activities to promote social cohesion, enhance job creation and sustainable livelihood. Indirectly accept responsibility for physical resources e.g. Museums, Community Art Centres etc. and oversee the overall management of other resources allocated to these institutions. Develop, maintain and monitor sound relations with a variety of stakeholder to ensure establishment of cultural affairs programs that address needs of the province. Responsibly for overall management of assets, human and financial resources within the Chief Directorate including the preparation and
submission of strategic, operational plans and reports. Liaise with provincial, national and international stakeholders and structure in order to establish partnerships in support of the Provincial Geographic Names Committee, Provincial Arts & Culture Council, Provincial Language Committee and Provincial Heritage Resource Authority to drive the agenda of social cohesion and nation building.

**ENQUIRIES**: Ms Irene Ntulini at 051 410 3687

**POST 49/140**

**DIRECTOR: LIBRARY SERVICES (REF NO 3000/2)**

**SALARY**: R948 174. Per annum. This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organisation, policy development and strategic as well as financial planning. Valid Driver’s Licence.

**DUTIES**: Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as a establishment of a professional support service. The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure / facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyse various research outputs provided by middle managers and prepare related management reports.

**ENQUIRIES**: Ms Irene Ntulini at 051 410 3687

**OTHER POST**

**POST 49/141**

**ASSISTANT DIRECTOR: AFRIKAANS LITERATURE MUSEUM (REF NO: 2310. / 4)**

**SALARY**: A Basic Salary of R 334 545. per annum Level 9

**CENTRE**: Bloemfontein

**REQUIREMENTS**: At appropriate NQF level 7 qualification in Afrikaans Literature. Intermediate working experience preferable in a museum environment combined with supervision skills. Driver’s license and willingness to travel regularly. Projects management and research experience in the field of literature. Proven knowledge of the Afrikaans language, literature, literacy movements, publications, authors etc. Computer literacy. Knowledge of linguistic field will serve as an advantage.

**DUTIES**: To manage the Afrikaans Literature Museums’ strategic direction in line with the Department’s strategic plan including generic functional areas e.g. work procedures, policies, finances, human resource and asset management. To administer and execute musicological core function of collection, documentation, preservation, research, Interpretation and relevance of exhibitions as well as promotion and marketing of the museum. Verse and report on the physical accommodation and infrastructure of the museum this include security matters, exhibition facilities and IT related infrastructure.

**ENQUIRIES**: Ms Irene Ntulini at 051 410 3687

**NOTE**: For Candidates who previously submitted an application for the above post - No need to re-submit an application, previous record will be taken in consideration.
ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

APPLICATIONS: Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at www.gautengonline.gov.za

CLOSING DATE: 15 December 2017

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. Salary will be determined in line with OSD Resolution. NB: The incumbent will be subject to a pre-screening process

MANAGEMENT ECHELON

POST 49/142: MEDICAL SPECIALIST GRADE 1- OBSTRETIC AND GYNAE REF NO: 002034
Directorate: Medical

SALARY: R991 857 per annum (All inclusive package)
CENTRE: West Rand District Health Council
REQUIREMENTS: Appropriate qualification that allow registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Proof of current registration. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty.

DUTIES: Strengthen obstetric and gynaecological health services in the District. Promote clinical effectiveness in all facilities. Primarily support district hospitals with all aspects of service delivery related to obstetrics and gynaecology. Secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector obstetricians and gynaecologists with service delivery related matters. Facilitate and participate in the training, development and mentorship of under-and post graduate medical. Work with the district management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on obstetrics and gynaecological assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and regular reports on activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of obstetrics and gynaecological services with the district and management of relevant human resources. Assist with recruitment.

ENQUIRIES: Ms Puleng Muso Tel No: (011) 953- 4515

POST 49/143: MEDICAL SPECIALIST GRADE 1- PAEDIATRICIAN REF NO: 002035
Directorate: Medical

SALARY: R991 857 per annum (All inclusive package)
CENTRE: West Rand District Health Council
REQUIREMENTS: Appropriate qualification that allow registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Proof of current registration. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty.
**DUTIES**

To strengthen paediatric and health services at district and community levels through supportive supervision and clinical governance. Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Primarily support district hospitals with all aspects of service delivery related to Paediatrics and child health secondarily support clinics, community health centres and primary health care outreach teams, including engaging private sector paediatricians with service delivery related to paediatrics and child health. Facilitate and participate in the training, development and mentorship of under-and post graduate medical, nursing and allied health professionals. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health. Initiate, support and participate in risk management activities of patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on paediatric and child health assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant, non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional hospital. Assist with coordination and supervision of paediatric and child health services within the district. Assist with recruitment and management of relevant human resources.

**ENQUIRIES**

Ms Puleng Muso Tel No: (011) 953-4515

**OTHER POSTS**

**POST 49/144**

PSYCHOLOGIST (CLINICAL) REF NO: PSYC1 01/2017

Directorate: Clinical Services

**SALARY**

Grade 3: R 866 310 (all inclusive package)
Grade 2: R746 466 (all inclusive package)
Grade 1: R 633 702.00(all inclusive package)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. Knowledge of various languages, Conduct psycho diagnostic and neuropsychological assessment for children and adolescents, initiation of community outreach programs, experience in supervision and training for clinical developments of Interns will be an added advantage (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: one (1) Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).

**DUTIES**

Under direction, incumbent provides all aspects of psychological services including diagnostic evaluations, assessments, treatment planning and individual therapy for adults in community services. Provides couples, family and group psychotherapy as needed. Provides services for patients with more complex interacting disorders. Provides clinical supervision and training of interns, initiate and participate in community outreach programs, coordinates
all services and assures quality of care. Participate on multi-disciplinary treatment team, interviews patients and facilitates discussion around diagnosis and treatment planning. The licensed clinician is responsible for the soundness and validity of recommendations and services, but is expected to seek advice from supervisor or senior specialist on unusual or complex cases. Incumbent keeps supervisor informed of the status and progress of individual cases.

ENQUIRIES: Dr. Baloyi LJ, Tel (012) 521 4632/4072
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogeloe Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE: 15 December 2017

POST 49/145: REGISTRAR
Directorate: Maxillo-Facial and Oral Surgery
SALARY: R736 425 – 770 061 per annum (All inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Registration with the HPCSA in the category of independent practice as a Dentist, or as a Dentist and Medical Doctor. ATLS certified and primary subjects passed. PGDipdent (Oral Surgery) (requirements as per yearbook of UP, see UP website) or equivalent (in Oral Surgery). A Master Degree, treatment experience, treatment skills, and research in maxillo-facial and oral surgery is highly recommended. The candidate has to comply with the admission requirements for registrarship and the University’s Postgraduate Diploma in Dentistry (Oral surgery) and Master’s degree for Maxillo-Facial and Oral Surgery. At least two years’ experience after obtaining the tertiary qualification.

DUTIES: Training in maxillo-facial and oral surgery. Service delivery and patient care partial under and post graduate clinical training. Research
ENQUIRIES: Dr. S Naidoo
APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria. Or mail to PO Box 1266, Pretoria, 0001. Tel: 012 301 5705. or apply online at: www.gautengonline.gov.za
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 15 December 2017

POST 49/146: PNB4 ASSISTANT MANAGER NURSING SPECIALTY AREA (OPERATING THEATRE) REF NO: 002126
Directorate: Nursing Unit
SALARY: R546 315 – R614 874 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community Nursing and psychiatry. Diploma in Nursing education and Nursing Administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate / recognizable experience after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2017/2018 SANC receipt. Proof of service records. Knowledge of Nursing care
processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy: MS Excel, E-mail, PowerPoint, driver's licence will be an added advantage.

**DUTIES**

Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.

**ENQUIRIES**

Ms. M.V. Mathabatha, Tel No (012) 318-6622

**APPLICATIONS**

Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

**NOTE**

Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

22 December 2017

**POST 49/147**

CHIEF SPEECH THERAPIST/ AUDIOLOGIST: REF NO: CAUD1/ 01/2017

Directorate: Allied

**SALARY**

Grade 1: R414 169. Per annum

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

A Degree in Speech Therapy or Speech Therapy and Audiology from a recognized tertiary Institution. Registration with HPCSA Speech Therapist or Speech and Audiologist. Current proof of registration. A minimum of 3 years clinical experience after community service.

**DUTIES**

Managerial tasks inclusive of coordinating speech therapy services, development and implementation of clinical plans, implement quality assurance measures in the department and ensure that non-compliance is addressed, supervision of staff, monitoring the performance of staff. Assisting speech therapist in the management of difficult to manage cases. Experience with Pediatric Dysphasia and video swallows is highly recommended. Liaising with Universities regarding student training, supervision and coordinating speech therapy student training. Being involved in provincial speech therapy activities as well as contributing to various meeting within the hospital.

**ENQUIRIES**

Ms. Safia Saleh, Tel (012) 521 3615/3371

**APPLICATIONS**

Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

CLOSING DATE: 15 December 2017

POST 49/148: MEDICAL PHYSICIST
REFS: 002111
Directorate: Medical Physicist Intern

SALARY: R310 113. Per annum (All Inclusive).
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Honours degree in Physics or Medical Physics. Must be South African Citizen. Good communication skills. Willingness and able to work flexible hours. Registration with HPCSA as a Medical Physicist Intern will be required upon resuming employment. Ability to engage in self-study and self-motivated. Professional and mature attitude towards the clinical environment.

DUTIES: The incumbent will be required to undergo the HPCSA-accredited medical physics intern training programme of the Charlotte Maxeke Johannesburg Academic Hospital and Wits. Undergo supervised clinical training in the radiation oncology, nuclear medicine and radiology medical physics, as well as the radiation protection aspects of the disciplines. The incumbent will be required to dedicate themselves fulltime in this capacity and to complete the internship programme after 2 years to maximum 4 years. A portfolio of competencies must be developed during the intern ship according to the requirements of the HPCSA to serve as evidence of training and a Board assessment will be in a temporary capacity through CMJAH.

ENQUIRIES: Mr. S. Mhlanga Tel: 011 481 2157
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE: 29 December 2017

POST 49/149: PHYSIOTHERAPIST REF NO: TRH 12/2017
Directorate: Allied

SALARY: Grade 1: R 281 148. Per annum (plus benefits)
Grade 2: R 331 179. Per annum (plus benefits)
Grade 3: R 390 123. Per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: BSC in Physiotherapy. Registration with HPCSA as Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: Grade 1: Have completed community service. Grade 2: A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA. Grade 3: A minimum of 20 years appropriate experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

DUTIES: Render patient centred Physiotherapy service that complies with standards and norms as indicated by health policies and protocols. Have interest in rehabilitation generally. Render individual and group therapy. Participate in re-integrations program and campaigns. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g Community service therapist and or Physiotherapy Assistants/Technicians). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Assist in development of clinical Standard Operation Plans. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development.
of self, colleagues and interdisciplinary team members. Participate in mini research projects for the institution.

**ENQUIRIES**
Ms M Tsiane, Tel. No: (012) 354 – 6050

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

**NOTE**
The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB. Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse

**CLOSING DATE**
22 December 2017

**POST 49/150**
PNA2 PROFESSIONAL NURSE (IPC) REF NO: 002128
Directorate: Quality Assurance Unit

**SALARY**
R226 083 – R262 092 per annum (including benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate Degree / Diploma in Nursing. Current registration with South African Nursing Council as a Professional Nurse. A valid EB or code 8 driver's license. Competencies: minimum 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC. Knowledge of IPC prescripts, practices, standards. Qualifications in IPC will be an added advantage. Certificate in basic computer skills (MS Word, Excel and PowerPoint). Interpersonal communication and leadership skills. Ability to engage with appropriate stakeholders on IPC matters. Good writing and verbal skills. Knowledge of IPC standard according to National Core Standards document. Ability to do IPC Quality Improvement Plan and implement identified challenges.

**DUTIES**
To assist in implementation and management of the IPC Programmes. Responsible for the monitoring and assistance with the implementation of Institutional Infection Prevention and Control plan. To prevent, control and monitor infections in the health care setting. Develop and monitor the implantation of continuous infection prevention and control education and training. Implement and maintain an effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedures. Strengthen and maintain internal and external collaboration with relevant stakeholders. Implement and evaluate infection prevention and control situation analysis. Consolidate statistics and outcomes of analysis and compile reports. Monitor compliance with infection control practices to reduce infection rates. Investigate and control outbreaks of infections. Review and monitor the implementation and effectiveness of clinical standard operating procedures. Monitor the implementation of relevant National and Provincial acts, policies and guidelines.

**ENQUIRIES**
Ms. M.J. Mbiza, Tel No (012) 318-6910 / (012) 380-7059

**APPLICATIONS**
Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

**NOTE**
Medical surveillance will be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if
you have not heard from us within 3 months of the closing date, please accept
that your application has been unsuccessful. The Public Service does not
charge any fees for applying for posts. Should you be asked for a fee, please
let the authorities know.

CLOSING DATE : 22 December 2017

POST 49/151 : HOUSE WORKER REF NO: 13/2017
Directorate: Admin & Support

SALARY : R90 234. Per annum (plus benefits) Level: 3
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : ABET or Grade 12 certificate with experience as Household Worker. Good
verbal and written communication skills. Ability to work effectively in a team.
Ability to work under pressure. Good communication and interpersonal skills.
Meeting deadlines and setting goals. Handle repetitive work.

DUTIES : Serve patients meals/tea according to diet list. Serve clean drinking water for
patients. Oversee general cleanliness of the ward. Defrost and cleaning of
fridges. Order Linen from linen department. Order cleaning chemicals.
Cleaning of patient’s bed lockers and cardiac tables. Controlling and securing
cutlery and crockery and all assets. Waste segregation. Overseeing of
cleanliness in wards.

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

ENQUIRIES : Ms E Maritz, Tel. No: (012) 354 – 6816
NOTE : The Gauteng Department of Health is guided by the principles of Employment
Equity; therefore all the appointments will be made in accordance with the
Employment Equity target of the department. People with disability are
encouraged to apply. NB: Successful candidate will be subjected to a pre-
employment medical surveillance conducted by the Occupational Health &
Safety Nurse.

CLOSING DATE : 22 December 2017

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground
Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or
posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 22 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 POSTS**

<table>
<thead>
<tr>
<th>POST 49/152</th>
<th>DEPUTY DIRECTOR: GENERAL ACCOUNTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R657 558, Per annum (All inclusive package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A three year tertiary qualification (NQF Level 6 as recognised by SAQA) in Accounting. 3 – 5 years’ relevant financial/general accounting experience at a junior management or Assistant Director level. Proven knowledge of Public Finance Management Act and Treasury Regulations. Practical knowledge and understanding of the relevant requirements such as Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and SAP. Advanced computer skills including MS Office (Excel and Word).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible for the review of the general ledger accounts of GPG Departments. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly account variance analysis on behalf of the GPG Departments on actual expenses versus approved budget allocations. Implement changes within the general accounting processes of GPG departments as instructed by National Treasury. Visit and support GPG departments on a regular basis and maintain an effective Customer Relationship. Implement changes within the General Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that financial years are successfully closed in compliance with prescripts. Resolve queries and issues. Manage and develop the team and utilisation of resources.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. Linda Ninzi Tel No: (011) 227 9000</td>
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</tbody>
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<tr>
<th>POST 49/153</th>
<th>SENIOR PROCUREMENT OFFICER</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R281 418, Per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Three year tertiary qualification in Logistics / Supply Chain Management /Commerce. At least 1 - 2 years’ experience in Procurement / Supply Chain Management. Working on SAP R3 and SAP SRM will be an added advantage. Membership with CIPS will also be added as an advantage. Candidates will be required to undergo a stimulation test.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To co-ordinate and assist users in drafting specifications. Ensure RLS01’s are authorised timely on SAP. Tracking of RLS01’s with buyers to ensure that PO’s are created on time and within the agreed SLA’s. To liaise with GPT staff, addressing queries and providing advice and guidance as and when required. To process procurement requests in accordance with and in adherence to procurement policies and procedures. Management of current GPT contracts (long-term and short-term agreements). Monitoring of all Office Automation throughout the GPT. Monitor Progress of the unit and report to management on a weekly basis. Serve in different committees including specification evaluation etc. To compile all supply chain management reports and to perform any adhoc duties. Ensure continuous improvement of the unit performance by revising working procedures, and keep up to date with the latest best practices.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Sihle Hlomuka, Tel, No: 011 227-9000</td>
</tr>
</tbody>
</table>
ANNEXURE V

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS: Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 15 December 2017

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

POST 49/154: DIRECTOR – EXECUTIVE SUPPORT MANAGEMENT REF NO: DAC 05/17

SALARY: All-inclusive package of R948 174. Per annum (Salary level 13)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An undergraduate relevant qualification [NQF7], coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good office administration, planning and organizational skills. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Advanced communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES: Manage Executive support to the HOD. Manage entity and institutional support. Render Executive administration support to the HOD. Manage the execution of compliance in terms of Departmental mandates. Provide support and participation in Cabinet Cluster technical committees. Manage secretariat services at EXCO, SMM and ESMM. Manage all resources allocated to the Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr NP Chonco: Tel. [033] 264 3400
POST 49/155

DIRECTOR – INTERNAL CONTROL & RISK MANAGEMENT REF NO: DAC 06/17

SALARY
All-inclusive package of R948 174. Per annum (Salary level 13)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS

DUTIES
Conduct and manage internal investigations to ensure effective systems of internal control. Manage the implementation of audit plans and reports from Auditor-General and other stakeholders. Manage the development and implementation of risk management strategy. Manage the development of fraud and corruption prevention strategy and policies. Coordinate, facilitate and participate in the Masisukume Sakhe Flagship projects and other flagship projects in line with customer care vision. Manage all resources allocated to the Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Mr NP Chonco: Tel. [033] 264 3400

OTHER POSTS

POST 49/156

DEPUTY DIRECTOR – SUPPLY CHAIN MANGEMENT REF NO: DAC 07/17

SALARY
All-inclusive package of R657 558. Per annum (Salary level 11)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate three [3] year tertiary qualification majors in Financial Management, coupled with a minimum of three- five [3-5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director Level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES
Manage the planning and acquisition of goods and services. Manage contract management services. Monitor, evaluate and report on the procurement of goods and services in terms of the procurement plan. Provide advice and guidance in terms of all demand and acquisition management issues to internal and external clients. Develop policies and ensure implementation thereof. Manage all resources allocated within the Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Mr NP Chonco: Tel. [033] 264 3400

POST 49/157

ASSISTANT DIRECTOR–INTERNAL CONTROL AND RISK MANAGEMENT REF NO: DAC 08/17

SALARY
R334 545. – R404 121. Per annum (Salary level 09)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate three [3] year tertiary qualification in Commerce/Finance or National Diploma with Accounting and Auditing, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of PFMA and...

**DUTIES**
- Conduct audit reviews to ensure effective systems of internal control.
- Conduct follow-up audits to ensure implementation of Auditor- General and Internal Audit (Treasury). Conduct process risk analysis to ensure effective risk management practices. Implement fraud prevention strategy by conducting fraud investigations. Manage all resources allocated within the Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**
- Mr NP Chonco [033] 264 3400.

**POST 49/158**: ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF. NO.: DAC09/17

**SALARY**: R334 545.-R404 121. Per annum [Salary Level 09]

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate National tertiary qualification or equivalent qualification, coupled with a minimum of three [3] years relevant experience two [2] of which should be at a supervisory level. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Good interpersonal relations skills. Knowledge of project management, planning and organizational skills. Knowledge of project management, planning and organizational skills Willingness to work outside normal working hours. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Good communication skills (written and verbal). Valid code 8/EB driver’s license.

**DUTIES**
- Facilitate the provision of executive administrative to the HOD. Provide institutional support to the Department’s stakeholders. Provide document management support services. Ensure compliance in terms of mandates. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**
- Mr NP Chonco [033] 264 34600

**POST 49/159**: INFORMATION TECHNOLOGY OFFICER – COMMUNICATION AND IT REF NO: DAC10/17

**SALARY**: R226 611. - R266 943. Per annum (salary level 07)

**CENTRE**: Head Office, Pietermaritzburg


**DUTIES**
- Provide IT technical support to users. Maintain records databases containing information regarding licenses, warranties and service agreements for the organization’s technology related inventory. Conduct research on latest development on IT. Provide inputs on development a processes of purchasing and repairs of IT equipment and implementation of IT policies and procedures. Coordinate all IT Procurement.

**ENQUIRIES**
- Mr BK Mqadi [033] 341 3600

**POST 49/160**: ADMINISTRATION CLERK: ACQUISITION DIVISION–SUPPLY CHAIN MANAGEMENT REF NO.DAC11/17

**SALARY**: R152 862 - R180 063. (Salary level 5)

**CENTRE**: Head Office, Pietermaritzburg

**REQUIREMENTS**: Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant or an intern. Good understanding of the Public Services legislation and prescripts applicable to Government, including
systems and procedures. Basic knowledge of Basic Accounting System [BAS] and Supply Chain Management principles, objectives and prescripts. Knowledge of procurement processes. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES**
Maintain and process recalls, returns and payments exceeding limits. Prepare stop payment of salaries and creditor payments. Compile and capture payments and journals on BAS. Reconcile PERSAL and BAS interfaces. Clear bank related suspense accounts and exceptions. Maintain and process petty cash accounts.

**ENQUIRIES**
Mr GB Ngcobo [03 3] 264 3400

**POST 49/161**
**ADMINISTRATION CLERK REF NO DAC12/17**

**SALARY**
R152 862. - R180 063. (Salary level 5)

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or an intern. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES**
Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**
Ms MMN Mthembu: Tel [033] 2643400

**POST 49/162**
**DRIVER/MESSENGER REF NO DAC13/17**

**SALARY**
R127 851 - R150 606. (Salary level 4)

**CENTRE**
Head Office

**REQUIREMENTS**
Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of two [1] years relevant experience. Numeracy and literacy skills. Willingness to travel overnight trips. Good communication skills (written and verbal). Valid code 08/EB driver’s license plus PDP.

**DUTIES**
Perform driving duties in the Office of the Head of the Department. Perform vehicle maintenance checks. Collecting and sending the mail bag to and from the post office. Assist in recording of face value forms and documents for distribution. Distribute mail and documents within and outside the department. Provide driver service within the directorate and attending to ad hoc request. Ensure that the vehicle allocate to the directorate are kept in good conditions.

**ENQUIRIES**
Ms MMN Mthembu: Tel [033] 2643400

**DEPARTMENT OF TRANSPORT**
*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

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

**CLOSING DATE**
22 December 2017

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

MANAGEMENT ECHELON

POST 49/163 : DIRECTOR: EPWP (REF. NO. P 49/2017)

SALARY : R948 174 per annum (all Inclusive, flexible remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS :
An undergraduate qualification in Public Administration/Public Management/Built Environment (NQF Level 7) as recognised by SAQA; plus a minimum of 5 years’ experience at a middle/senior managerial level; plus a valid driver’s licence (minimum Code B). Knowledge of various administrative policies and procedures. Functioning of National, Provincial and Local Government. Understanding EPWP policies and the various programmes that are currently implemented by the Department in relation to the EPWP, e.g. Vukuzakhe, Zibambele, ARRUP, etc. knowledge of labour intensive technologies and skills development strategies. Knowledge of computer based information systems e.g. (software packages Ms Excel, Ms Word, PowerPoint, Ms Access, etc). Interpretation and compilation of management reports. Project Management. Public Service reporting procedures and work environment. Ability to interpret and apply policy. Analytical and innovative thinking skills. Financial management skills. Motivational and negotiations skills technical skills. Proven and well developed interpersonal and communication skills, both written and verbal. The ideal candidate should be approachable, team orientated. Should also be receptive to suggestions and ideas and be innovative thinking.

DUTIES : Overseer and manage the functioning of the Expanded Public Works Programme Directorate and exercise control over all functions therein including the development of staff. Develop Expanded Public Works Programme business plans for the Department in consultation with the various Branches and business units therein and interact with the various Branches. Compile progress reports of the Expanded Public Works Programme as per the required frequencies. Conduct and set training for the relevant officials on set technical and operational procedures of the Expanded Public Works Programme and ensure that the Departments receive the necessary training to enable officials to implement the Expanded Public Works Programme successfully. Exercise control over all functions and development of personnel under supervision of the Director in order to determine if the organisational goals are achieved and take corrective action if necessary. Compile and control the budget of the Directorate and manage personnel activities within budgetary constraints.

ENQUIRIES : Mr SS Nkosi Tel. No.: 033 – 355 8897
FOR ATTENTION : Mr C McDougal
NOTE : It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE : 22 January 2018 @ 16:00

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 49/164 : ASSISTANT DIRECTOR: PROJECT ADMINISTRATION, REF NO. AGR 2017-73

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience in Project Administration; A valid code B driver’s licence. Recommendations: Experience of the Comprehensive Agricultural Support Programme (CASP) Reporting System. Competencies: Understanding of DORA framework for conditional grants; Knowledge of the following: Project Management principles; Project planning, Management and coordination; Audit principles; Good understanding of land reform programme and extension projects services offered; AIMS relating to the smart pen system; Proven computer literacy in MS Word, Excel and PowerPoint; Statistical analysis skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Sound organisational and leadership abilities.

DUTIES : Manage the following: Project and processes of the application/registration process; Record keeping of all projects within the programme; Submission of potential projects to screening committee for consideration; Monitoring and evaluation of projects within the programme; Submit reports relating to all projects, including quarterly and annual reports; Compilation of project submissions and the management of project implementation; Oversee relevant project evaluation within the monitoring and evaluation framework; Facilitate relevant training as well as support to projects; General office administration; Oversee the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant CPACs in the delivery and implementation of projects; Provide secretarial services to the Departmental Project Allocation Committee; Oversee the Project Office.

ENQUIRIES : Mr M Sebopetsa at (021) 808 5103

POST 49/165 : ASSISTANT DIRECTOR: INTERNAL CONTROL - FRAUD MANAGEMENT AND ASSURANCE SERVICES, REF NO. AGR 2017-75

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 3-year National Diploma in Financial Management/Accounting/ Auditing/Forensics/Financial Information Systems with a minimum of 3 years’ relevant experience in an internal/external audit or financial compliance within an internal control environment or conducting forensic investigations; A valid Code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Public Finance Management Act; Treasury Regulations; Provincial Anti-Corruption Strategy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Analytical thinking and strategic thinking skills; Budgeting skills; Monitoring evaluation and reporting skills; Ability to analyse, conceptualise and implement policy.
DUTIES: Compiling, coordinating, monitoring and maintaining the Fraud Prevention Policy and Plan in consultation with the Provincial Forensic Services (compile, coordinate and monitor progress with respect to the Fraud Prevention Policy and Plan); Provide support with the management of fraud prevention in the department (conduct investigations and render support to the Provincial Forensic Services in respect to investigations); Evaluate the effectiveness of financial and non-financial prescripts (assurance services); Conduct investigations into irregular expenditure, fruitless and wasteful expenditure and draft investigation reports; Managed capacity building initiatives in collaboration with the Provincial Forensic Services; Manage responses for the Department in respect to the Provincial Forensic Services and Standing Committee on Public Accounts; Perform managerial and supervisory tasks.

ENQUIRIES: Mr W van Zyl at (021) 808 7632

POST 49/166: STATE ACCOUNTANT: MANAGEMENT ACCOUNTING – REVENUE AND EXPENDITURE CONTROL, REF NO. AGR 2017-76

SALARY: R281 418 per annum (Salary level 8)
CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience in a financial environment; A valid Code B driving licence. Recommendations: Strong financial background specifically in the finance administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of relevant legislation and policies; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning and organising skills

DUTIES: Assist in the facilitation, co-ordination, compilation and control of the Medium Term Expenditure Framework (MTEF); Assist in the facilitation and implementation of the original and adjustment budget processes; Responsible for the accurate SCOA toning, the use of codes, distribution and updating of the segment codes; Maintain the detail reports on a monthly basis; Completion of monthly projections and IYM Report; Monitor Transfer payments on the Transfer Payment System; Perform managerial and administrative functions; Monitoring and review reports.

ENQUIRIES: Ms M Passenz at (021) 808 5050

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 49/167: LECTURER: OENOLOGY, REF NO. AGR 2017-78

SALARY: R281 418 per annum (Salary level 8)
CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: A 4-year Degree in Oenology with a minimum of 3 years’ experience in Education and Training. Recommendations: A valid code B drivers licence; Wine-making experience. Competencies: Proven knowledge of wine-making practices; Proven computer literacy in MS Office; Excellent verbal and written communication skills in at least two of the thee official languages of the Western Cape; Leadership, planning and organising skills, High levels of assertiveness and professionalism.

DUTIES: To provide training, i.e. prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Non-curricular activities.

ENQUIRIES: Mr L Conradie at (021) 808 7701

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 22 January 2018 @ 16:00

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any...
difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 49/168 : ASSISTANT DIRECTOR: EPWP PROJECT OFFICE, REF NO. CS 2017-30

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience in a supervisory capacity. A valid driver’s licence. Recommendations: Experience in job creation projects; Database development and management. Competencies: Knowledge of the budgeting process in compliance with the Public Finance Management Act (PFMA); Theoretical and practical knowledge of youth development; Project Management skills; Excellent administration skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Planning and organising skills; Report writing skills.
DUTIES : Coordinate the implementation of projects; Coordinate and liaise with stakeholders and within the broader community such as community based organisations, NGO’s and businesses; Responsible for the daily coordination of employment contract agreements, time-sheets of beneficiaries and payments; Document handling; Database development and management; Coordination of reporting; Supervision of staff.
ENQUIRIES : Mr D Sauls at (021) 483 4291

POST 49/169 : SENIOR ACCOUNTING CLERK: FINANCE, REF NO. CS 2017-32

SALARY : R152 862 per annum (Salary level 5)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate). Recommendations: A valid driver’s licence; Financial background specifically in the Public Sector Finance. Competencies: Understanding of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, etc.); Basic Accounting System; PERSAL System; Communication (written and verbal) skills in two of three official languages of the Western Cape.
DUTIES : Payments and handling of payments queries; Capturing of payments; Safekeeping of documents; Follow up on payment queries; Request reports; Maintaining a manual payment register.
ENQUIRIES : Ms Maria Vos at (021) 483 3469

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 22 January 2018 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. Numeric

OTHER POST

POST 49/170 : ASSISTANT DIRECTOR: MUSEUM SCIENTIFIC SERVICE, REF NO. CAS 2017-44

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience in a research environment or museum research/exhibitions. Recommendations: A valid Code B driver’s licence; Post graduate degree in
history, sociology, political science or anthropology; Publication/s on journals. Competencies: Knowledge of the following: History of South Africa; Relevant legislation/ Policies/ prescripts and procedures; Project planning and management, including financial management; People Management processes. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and make sound judgement; Problem Solving and Analysis.

**DUTIES**

Conceptual development of research and exhibitions projects; Management of exhibition development processes; Quality control in museum based collections audits; Liaison with museum managers and other stakeholders; Responsible for Human Resource Management; Responsible for development and management of budget.

**ENQUIRIES**

Mr M Dlamuka at (021) 483 5959

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**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**CLOSING DATE**

22 January 2018 @ 16:00

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

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**OTHER POST**

**POST 49/171**

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT, REF NO. DEDAT 2017-22

**SALARY**

R334 545 per annum (Salary level 9)

**CENTRE**

Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

BComm Accounting Degree with majors in Financial Accounting and Auditing/ BTech Internal Auditing with a minimum of 3 years supervisory experience in an auditing/ accounting environment. Recommendations: B-Comm Honors in Financial Accounting and Auditing. Competencies: Knowledge of the following: National Treasury Regulations and Provincial Treasury instructions; Auditing and accounting standards; Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual); Risk Management Systems; Report writing skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Basic numeracy skills; Ability to operate office equipment; Aptitude of figures; Interpersonal relations.

**DUTIES**

Assist in the preparation and execution of the annual operational plan of the unit; Continuously monitor and provide support to staff during the execution of the plan; provide guidance to staff on audits/inspections conducted by staff; provide management with comprehensive reports on the work performed within the unit; Assist in the development of internal control policies and the implementation of internal control systems/ measures to strengthen the control environment; Provide the necessary support to internal and external assurance providers; Conduct special investigations for the Department; Develop and implement systems for the auditing and safeguarding of payments; provide training on internal control policies and procedures.

**ENQUIRIES**

Ms B Mott at (021) 483 9088
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.

ERRATUM: Kindly note that the following post which was advertised in DPSA Public Circular No 48 dated 01 December 2017, the correct post title should read Administration Clerk Support (Fees Department: Patient Administration (In & Out-Patients)) (5/8th post) and also note that the salary has been amended from R152 862 per annum to R95 538 per annum.

OTHER POSTS

POST 49/172: OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED PSYCHIATRY)

SALARY: R499 953 (PN-B3) per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in in Advanced Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (Knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management skills including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing and in the specialty relevant to the advertised post. Note: No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.

DUTIES: Responsible for the coordination and delivery of quality nursing care within the relevant department, including performance of after-hour and weekend duties. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business (FBU) management principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. Shortlisted candidate may be expected to undergo a practical computer test.

ENQUIRIES: Mr A Mohamed, tel. no. (021) 404-2071

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

FOR ATTENTION: Ms N Mbilini

CLOSING DATE: 22 December 2017

POST 49/173: SYSTEM DEVELOPMENT ANALYST (2 YEARS CONTRACT)

Directorate: Management Accounting

SALARY: R334 545 per annum including 37% in lieu of service benefits.

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: An appropriate three-year qualification in IT, Mathematics, Accounting or other subject with numerical orientation.

DUTIES: Co-ordinate Business and System Analysis. Design database development and maintenance (with focus on SQL Server). Software development and maintenance (with focus on Visual Studio.Net). Quality control, client liaison and user support.

ENQUIRIES: Mr L van Aardt, Tel. No. (021) 483-5780
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
CLOSING DATE: 22 December 2017

POST 49/174: PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT)
Chief Directorate: General Specialist and Emergency Services

SALARY: Grade 1: R 226 083 (PN-A2) per annum,
Grade 2: R 278 052 (PN-A3) per annum,
Grade 3: R 340 431 (PN-A4) per annum

CENTRE: Mowbray Maternity Hospital

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse for 2017/2018. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Experience in the provision of HIV/AIDS services. Ability to think strategically and analytically, as well as skills in the preparation of reports. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to analyse Health System Information. Computer literacy (i.e. MS Word, PowerPoint and Excel). 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

DUTIES: Introduce a PMTCT “improvement package” at Antenatal clinic. Implement the use of revised obstetric tools that integrate HIV care, as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Clinical record-keeping, data collection and information flow of PMTCT activities. Policy implementation and quality improvement initiatives in general antenatal care, as well as in labour wards. Provide health education to pregnant mothers in their care. Supervise and support of lower categories of staff.

ENQUIRIES: Ms KE Moore, Tel. No. (021) 659-5550
APPLICATIONS: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION: Ms R Hattingh
CLOSING DATE: 22 December 2017

POST 49/175: ADMINISTRATION CLERK: INFORMATION MANAGEMENT
West Coast District

SALARY: R152 862 per annum

CENTRE: Vredendal Central Clinic, Matzikama Sub-district
**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirement of the job: Valid code B/EB driver’s licence and willingness to travel. Competencies (knowledge/skills): A working knowledge of current computer software systems utilised by the Department of Health as well as computer literacy (MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems, (i.e. Health Information Systems and Sinjani). Training skills. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Responsible for data management, i.e. daily collection and collation of data. Capturing of data and creation of pivot tables. Completion of weekly reports. Office administration with regards to filing process, telephone and letters. Assist with data management quality monitoring.

**ENQUIRIES**

Ms E Retief, Tel. No. (027) 213-1004

**APPLICATIONS**

The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**

Ms M Tangayi

**CLOSING DATE**

29 December 2017

**POST 49/176**

**ADMINISTRATION CLERK: SUPPORT**

West Coast District

**SALARY**

R152 862 per annum

**CENTRE**

ID Hospital Based at West Coast TB Centre

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Experience: Appropriate administrative experience within a Hospital environment. Competencies (knowledge/skills): Computer literacy (MS Excel and Word). Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Provide clerical and receptionist function e.g. receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management and Supply Chain Management. Perform patient related administration tasks on Clinicom, Sinjani, Tier.net as well as other systems and information management e.g. folder management and data capturing. Render general support service to nursing head with regards to staff administration.

**ENQUIRIES**

Ms. M Sedeman, tel. no. (022) 487-3294

**APPLICATIONS**

The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

**FOR ATTENTION**

Mr E Sass

**CLOSING DATE**

29 December 2017

**POST 49/177**

**ADMINISTRATION CLERK: HUMAN RESOURCES**

Chief Directorate: General Specialist and Emergency Services

**SALARY**

R152 862 per annum

**CENTRE**

Lentegeur Hospital

**REQUIREMENTS**


**DUTIES**

Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents and qualifications. Responsible for capturing transactions on PERSAL, auditing of personnel and leave records. Handle all personnel enquiries, correspondence (written and verbal) and filing of personnel data, policies, regulations and circulars. Maintain registers, (i.e. PILIR, RWOEE, Appointment and Service Terminations). Assist with the recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human
Resource and Personnel matters and effective support service to Supervisor (i.e. relief duties and attending meetings).

**ENQUIRIES:** Mr T Twalo, Tel. No. (021) 370-1246

**APPLICATIONS:** The Chief Executive Officer: Lentegeur Hospital, Highlands Drive, Lentegeur, Mitchell’s Plain, 7785.

**FOR ATTENTION:** Mr T Twalo, tel. no. (021) 370-1246

**CLOSING DATE:** 29 December 2017

**POST 49/178:** ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Central Karoo District

**SALARY:** R152 862 per annum

**CENTRE:** Central Karoo District office (Stationed at Beaufort West Hospital)

**REQUIREMENTS:** Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Competent in MS Word and Excel. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions. Knowledge of LOGIS (Logistical Information System) and IPS (integrated Procurement System) would be advantageous.

**DUTIES:** Perform general LOGIS system functions. Obtain quotations for goods/services via the Integrated Procurement System (IPS) and do close outs on IPS. Place orders with companies. Regular follow-up on outstanding orders. Ensure audit compliance. Assist with administration, regarding Contracts Management. File source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments. Display the core values of the Department of Health, Western Cape Government.

**ENQUIRIES:** Ms E Abbott tel. no. (023) 414-8200

**APPLICATIONS:** The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION:** Ms S Pienaar

**CLOSING DATE:** 29 December 2017

**POST 49/179:** DRIVER (LIGHT DUTY VEHICLE)
Eden District

**SALARY:** R90 234 per annum

**CENTRE:** Oudtshoorn Primary Health Care

**REQUIREMENTS:** Minimum requirement: Basic numeracy and literacy. Experience: Appropriate driving experience in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Valid Public Driving Permit (PDP). Ability to work overtime as per operational needs and perform standby duties (after hours, weekends and public holidays). Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility and to work independently. Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in the Eden District Region. Note: No payment of any kind is required when applying for this post.

**DUTIES:** Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Load and transport goods (i.e. stock/supplies, specimens, linen and goods) within the Sub-district. Effective delivery and collection of all blood products/specimens. Assist the Transport Officer in conducting routine maintenance inspections of vehicles and timeously report defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy.

**ENQUIRIES:** Mr M Everts, tel. no. (044) 203-7200

**APPLICATIONS:** The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION:** Ms S Pienaar

**CLOSING DATE:** 29 December 2017
**POST 49/180**  | **FOOD SERVICES AID**  
---|---  
**SALARY**  | R90 234 per annum  
**CENTRE**  | Uniondale Hospital  
**REQUIREMENTS**  | Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a food service unit. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.  
**DUTIES**  | Assist in receipt, store of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to elementary control measures and standard operating procedures, as well as Health and Safety prescripts. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.  
**ENQUIRIES**  | Ms A Du Preez, tel. no. (044) 752-1068  
**APPLICATIONS**  | The Director: Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION**  | Ms S Pienaar  
**CLOSING DATE**  | 29 December 2017  
---|---

**POST 49/181**  | **DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING, REF NO. LG 2017-31**  
**SALARY**  | All-inclusive salary package of R948 174 – R1 116 918 per annum (Salary level 13)  
**CENTRE**  | Department of Local Government, Western Cape Government  
**REQUIREMENTS**  | Appropriate qualification as recognised by SAQA on NQF 7; 5 years managerial experience. Recommendations: Post graduate qualification in Public Administration. Competencies: Knowledge of Municipal policies, legislation, guidelines, standards, procedures and best practices; Knowledge of Public Service procedures; Excellent interpretation of legislation skills; Excellent Organising and Coordinating skills; and Interpersonal skills.  
**DUTIES**  | Provide coordinated support to strengthen the capacity of Municipalities in the Western Cape; Provide support to Municipalities in the Western Cape with the implementation and compliance of Municipal Property Rates Act 6 of 2006; Provide municipal training initiatives to Municipalities in the Western Cape; Strategic Management; Human Resource Management; and Financial Management.  
**ENQUIRIES**  | Ms. E Barnard  
**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 49/182: DEPUTY DIRECTOR: INTERNAL CONTROL, REF NO. LG 2017-26

**SALARY**: All-inclusive salary package of R657 558 per annum (Salary level 11)

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification with a minimum of 3 years’ management experience of which 5 years’ relevant experience must be in an Internal Control and Governance environment. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**: Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render internal control review of line function processes; Verify and validate performance information, Render assurance services; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate.

**ENQUIRIES**: Ms B Sewall-Singh at (021) 483 0606

### POST 49/183: ADMINISTRATIVE CLERK: INTEGRATED DEVELOPMENT PLANNING, REF NO. LG 2017-24

**SALARY**: R152 862 per annum (Salary level 5).

**CENTRE**: Department of Local Government, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 1-year relevant experience; A valid driver’s licence. Competencies: Understanding of legislation and policy frameworks applicable to local government in terms of the Constitution; Municipal Systems Act; Municipal Structures; Knowledge of the functioning of local government; Computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages. Ability to work independently and as part of a team.

**DUTIES**: Provide administrative support to integrated development planning with regards to: Maintaining the directorate’s filing system, including safekeeping of reports, databases and strategic planning documents; Arranging meetings, travel arrangements and documentation in support of the directorate; Assist with staff related issues in compliance with human resource management; Provide administrative support to IDP support actions to municipalities on integrated development planning with regards to: Assist the directorate in the gathering, assessment and management of integrated development planning information as part of IDP support programme; Assist in hands-on IDP support actions in municipal areas; Assist in actions to support the monitoring of IDP processes and IDP implementation, in co-operation with national, provincial and local government and relevant stakeholders.

**ENQUIRIES**: Ms S Nene at (021) 483 0634
DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 22 January 2018 @ 16:00

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 49/184: BUSINESS ANALYST: EDUCATION, CULTURE AFFAIRS AND SPORT (2 POSITIONS AVAILABLE FOR A 24 MONTH CONTRACT PERIOD), REF NO. DOTP 2017-100

SALARY: All-inclusive salary package of R657 558 per annum (Salary Level 11)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification in IT; A minimum of 6 years’ experience in Business Analysis including Business Case Development of which 3 years’ must be management experience; A valid driver’s licence. Recommendations: Demonstrated experience in the ECD SDLC (Systems Development Life Cycle) Model; Experience in the following: Enterprise Content Management; Records Management; Project Management; User Experience (UX). Competencies: Knowledge of the following: Enterprise Content Management; Business process re-engineering; Understand use of Waterfall Vs Agile approach within WCG ECM environment; Proven computer literacy in all versions of MS Office and process mapping tools including Bizagi and Visio, Open Text Content Server (10 and 10.5) and Web based task management systems; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Innovation and Research skills; Ability to work under pressure; Ability to train; Facilitation and negotiation skills; Innovation and research.

DUTIES: Project Management will involve the following: Manage ECM project activities across all phases, including initiation, planning, execution, monitoring, control and closure; Evaluate project deliverables, assumptions, constraints and dependencies; Manage business needs will entertain the following: Primary interface between the business users and vendor teams; Analyse and document business processes (identifying risks, process inefficiencies and suggesting opportunities for automation); Conduct business analysis: Obtain needed information from stakeholders to form requirements; Capture information provided in elicitation sessions; Solution assessment and validation will entertain the following: Assesses the organisational readiness for the new solution; Liaise with external technology experts; Enterprise Content Management will entertain the following: Analyse organisational structure and align to business process requirements; Evaluate workspace taxonomies and user permission structures.

ENQUIRIES: Mr G Mohamed at (021) 483 9710

POST 49/185: PROJECT MANAGER: ECONOMIC GOVERNANCE AND ADMINISTRATION, REF NO. DOTP 2017-94

SALARY: R334 545 per annum (Salary Level 9)

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: A 3-year tertiary qualification with a minimum of 3 years’ experience in Information Technology Project Management. Recommendations: None. Competencies: Knowledge of the following: HR matters; Finance; Programming; Infrastructure planning and design; Contract Management; National and International IT policies and trends; Verbal exchange of highly specialised information requiring difficult explanation as well as tact and diplomacy; Financial Management skills; technical analysis and reporting skills; Planning and coordination skills; Managerial skills.

DUTIES: Plans, organise and control activities of project leaders, system analysts, developers and network technologists in the development and implementation
of computer-based systems; Design and implementation of network infrastructure technologies and projects; Plans, organise and control the activities of project leaders, systems analysts, developers and network technologists in the development, customisation and implementation of outsourced information technology projects; Design, customisation and implementation of outsourced infrastructure projects; Assign personnel to projects and co-ordinate work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepare staffing and hardware/software budgets; Contract Management for outsources projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Give input on policy matters regarding information technology; Project Management qualification and experience; Experience in compiling Financial, Management reports and Business Plans.

ENQUIRIES : Ms E De Bruyn at (021) 483 3816

POST 49/186 : NETWORK TECHNOLOGIST, REF NO. DOTP 2017-95

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification in Information Technology with a minimum of 3 years’ experience in the ICT field; A valid Code B driving licence. Recommendations: Windows Server 2008 or higher qualification and experience; WAN and Internet connectivity experience; Network troubleshooting experience. Working knowledge of transversal systems in WCG corporate sites; Working knowledge of Hyper-V and VM ware. Thorough knowledge and experience of installing windows server 2012. Competencies: Thorough knowledge of the following: Windows Networks; Installation of various internet connections, AP’s and other wireless technologies; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Strategic planning skills.

DUTIES : Provide installations and specialist desktop support to network/LAN users i.e. support various MS Office, Outlook email and various Internet application; Carry out complex troubleshooting and resolving ICT challenges; Promoting IT risk awareness and creating an IT risk aware culture in the Schools, District Offices and all other Provincial Departments supported by ensuring that backups are regularly done, anti-virus is kept up to date and only approved software is installed; Installing and using wireless technologies; Server virtualization; Liaising with vendors. Frequent travelling to and from clients.

ENQUIRIES : Mr L Benting at (021) 483 8941

POST 49/187 : OFFICE MANAGER: EXECUTIVE SUPPORT BRANCH, REF NO. DOTP 2017-98

SALARY : R334 545 per annum (Salary Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree qualification with a minimum of 3 years’ experience in Office Management and Co-ordination in a Senior Management environment. Recommendations: An appropriate higher qualification; Appropriate management experience in rendering executive support and co-ordination functions; Proven experience in Office Management and Technology applications; Ability to draft complex documentation and manage various office activities. Proven experience in stakeholder relations management. Competencies: In-depth knowledge and understanding of relevant legislation/policies/prescripts and procedures; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent interpersonal relations; Managerial skills; Financial Management skills; Programme and Project Management skills; Proven strategic presentation skills, and high level strategic planning, analytical and research competencies.

DUTIES : Collate and co-ordinate Branch level performance management information (QPR process); Collate strategic department-wide inputs on behalf of the Branch in relation to Annual Performance Plans, Strategic Plans and Annual Reports, as well as Branch input(s) into the department’s responses; Provide Secretarial Services during Branch Strategic Planning Engagements, in conjunction with the Departmental Strategy Directorate in the Branch; Manage strategic engagements; Render line administrative co-ordination services.
Develop and maintain systems that will contribute towards improving efficiency in the office; Execute research, analyse information and compile documents; Provide support with regard to meetings; Co-ordinate Branch responses to Human Resource functions in the department; Manage assets in the Office of the DDG; Determine budget needs of the office, and manage budget and expenditure in the Office of the DDG; Stay up to date with regard to applicable prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Executive. Write/compose strategic reports and submissions on behalf of the Branch Head. Conduct research on various strategic matters to enrich the quality of Branch products and outputs.

ENQUIRIES: Mr L Grootboom at (021) 483 642

POST 49/188: CHIEF ORGANISATION DEVELOPMENT PRACTITIONER: PROCESS DESIGN AND IMPROVEMENT, REF NO. DOTP 2017-101

SALARY: R334 545 per annum (Salary Level 9)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Appropriate 3-year tertiary qualification in Behavioural Sciences (preferably Industrial Psychology), Management Services or Public with a minimum of 4 years’ experience in Organisation Development; Business Process Mapping, Redesign and Improvement Certificate; A valid driver’s licence.
Recommendations: Project Management; Business Process Modeling Notation (BPMN). Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Organisation development theory, practice and techniques; Project Management; Intergovernmental relations; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.

DUTIES: Design and develop OD intervention methodologies and instruments; Negotiate and supervise the drafting of terms of reference of OD intervention projects with clients and conclude a draft project plan and “project contract” with the client; Execute and supervise (quality assurance) organisation diagnostic interventions to understand clients current functioning and to identify areas for further development/interventions; Execute and supervise the design and planning of appropriate OD interventions based on the organisational diagnosis; Execute and implement, advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques and supervise (quality control) such interventions; Document and report on OD interventions and assure the quality of outputs; Provide input into the directorate’s Information Management System and database; Function as a Project Team Leader.

ENQUIRIES: Mr S Africa at (021) 466 9552

POST 49/189: ANALYST DEVELOPER: EDUCATION/CULTURAL AFFAIRS AND SPORT, REF NO. DOTP 2017-106

SALARY: R334 545 per annum (Salary level 9)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: 3-year National Diploma with a minimum of 3 years’ experience in system development and design. Recommendations: Web development experience; Experience in Software Development – Oracle PL/SQL, Oracle forms and reports; Java Script experience; System analysis and design experience. Competencies: Knowledge of the following: Education related systems; HR and Finance related systems; Online booking systems; Technical standards and procedures; Project Management; Conflict Management; National and International IT policies and trends; Organisational standards and policies; Full spectrum of systems developmental skills; Communication skills in two of the three official languages of the Western Cape; Verbal exchange of highly technical information requiring difficult explanation; Planning and organising skills.

DUTIES: Systems analysis will entail the following: Develop functional and technical specifications to meet the business needs of clients; Systems analysis for new and existing systems; Constructs programs including coding, testing and debugging; Research; Software development will entail the following: Construct and implement application programs; Designs programs from
program specifications; Constructs programs including coding, testing and debugging; Quality control will entail the following: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk throughs; Prepares system documentation including training manuals; Liaison with the client.

ENQUIRIES : Mr S Theys at (021) 467 2892

POST 49/190 : PERSONAL ASSISTANT: PROCESS DESIGN AND IMPROVEMENT, REF NO. DOTP 2017-102

SALARY : R226 611 per annum (Salary level 7)
CENTER : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. A valid driver’s licence. Recommendations: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

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

ENQUIRIES : Mr S Africa at (021) 466 9552

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 22 January 2018 @ 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 49/191 : SOCIAL WORK SUPERVISOR: WITZENBERG SERVICE DELIVERY TEAMS, REF NO. DSD 2017-98

SALARY : R341 322 per annum (OSD as prescribed)
CENTER : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: Valid Code B driving licence. Competencies: Knowledge of the following: human behaviour and social systems; Ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and problem-solving capacities, prevent and alleviate distress and use resources effectively; Ability to compile complex reports; Skill to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effective; Ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Good leadership; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Organising skills.
DUTIES: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Mr H Braaf at (023) 315 6855/5018

POST 49/192: SOCIAL WORK SUPERVISOR: DE NOVO, PROFESSIONAL SERVICES, REF NO. DSD 2017-100

SALARY: R341 322 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: Experience in substance abuse; Valid Code B driving licence. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to compile complex reports.

DUTIES: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant substance abuse treatment programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms L Goosen at (021) 202 9251

POST 49/193: SOCIAL WORK SUPERVISOR, REGIONAL OFFICE WEST COAST, REF NO. DSD 2017-105

SALARY: R341 322 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: Experience in substance abuse; Valid Code B driving licence. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; knowledge and understanding of human behavior and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide
social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

**DUTIES**: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**: Ms C Nell at (027) 213 2096

**POST 49/194**: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM:
KRAAIFONTEIN, REF NO. DSD 2017-113

**SALARY**: R341 322 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

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

**DUTIES**: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**: Ms M Harris at (021) 812 0921

**POST 49/195**: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM: EERSTE RIVER, REF NO. DSD 2017-114

**SALARY**: R341 322 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

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

**DUTIES**

Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**

Ms M Harris at (021) 812 0921

**POST 49/196**

**SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAM: LANGA AND DELFT, REF NO. DSD 2017-115**

**SALARY**

R341 322 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

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

**DUTIES**

Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**

Ms S Abrahams at (021) 483 7672

**POST 49/197**

**PROFESSIONAL NURSE (SPECIALITY NURSING) - REF NO. DSD 2017-104**

**SALARY**

Grade 1: R 340 341 - R 394 665 per annum;
Grade 2: R 418 701 - R 514 962 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Grade 1: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms; Registration with SANC as a Professional Nurse; Primary Health Care and Psychiatric Nursing; A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms; Registration with the SANC as Professional Nurse; A minimum of 14 years
appropriate/recogizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Recommendations: Willingness to work irregular hours.

Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

**DUTIES**: Providing quality health and nursing care to clients; Purpose development assessment of children; Render an efficient support service to children in facilities; Ensure a healthy and safe working environment; Perform administrative duties; Ensure the correct utilization of all resources; Facilitation of Preventative and Development Programmes.

**ENQUIRIES**: Mr E Buys at (021) 986 9100

**POST 49/198**: EDUCATION MANAGER, VREDELUS EDUCATION, REF NO. DSD 2017-111

**SALARY**: R334 545 per annum (Salary level 09)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: 3-year National Diploma (or equivalent qualification) with a minimum of 3 years’ management experience within Social Development facility based education or within an ELSEN school, Trading (foundations phase/intermediate phase) and/or ELSEN school; Registered with South African Association of Educators (SACE). Recommendations: Teaching academic as well as practical subjects, as well as presenting extra-mural activities and/or sports coaching; Teaching of practical vocational training subject; Working with behaviourally challenging youth. Competencies: Sound organising and planning; Conflict resolution; Numeracy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office package; Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behavior while exhibiting the necessary self-control.

**DUTIES**: Oversee and management of Educational and Development Programmes for learners with special educational needs (ELSEN); Preparing and provision of Educational and Development Programmes for learners with special educational needs (ELSEN); Management and implementation of assessment and evaluation: baseline assessment of newly admitted learners’ academic levels; Evaluate learners’ achievement of learning outcomes; Compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the departmental budget through the utilization of all financial and physical resources to ensure sound financial control; Manage and oversee the planning and administration: annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners, recordkeeping of learners; work and achievements in learner portfolios; Effective Human Resource Management.

**ENQUIRIES**: Mr M Benting at (021) 931 0234

**POST 49/199**: SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION, REF NO. DSD 2017-99

**SALARY**: Grade 1: R323 178 – R362 106 per annum (OSD)  
Grade 2: R384 165 – R516 279 per annum (OSD)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: None. Competencies: Knowledge of the following: Advanced knowledge in the field of child care and protection; knowledge of current legislation, international instruments, policies and procedures impacting on the child care and protection field; knowledge of the policies of the government of the day;
knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Ability to develop, analyze, conceptualize and implement policies; Analytical thinking; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation skills; Project Management skills; Problem solving skills; Research; Strategic thinking; Strong conceptual and formulation skills; Leadership and organizing skills; team building and strong interpersonal skills; Report writing skills; Excellent communication skills (written and verbal).

**DUTIES**: Develop, implement and maintain social work policies; Keep up to date with new developments in the social work field; Monitor and study the social services legal and policy framework continuously; Research and development; Perform the administrative functions required in the unit.

**ENQUIRIES**: Ms N Nabela at (021) 483 4016

**POST 49/200**

**SOCIAL WORK POLICY DEVELOPER: SERVICE TO FAMILIES, REF NO. DSD 2017-110 (2 POSITIONS AVAILABLE)**

**SALARY**:
Grade 1: R 323 178 – R 362 106 per annum (OSD)
Grade 2: R 384 165 – R 516 279 per annum (OSD)

**CENTRE REQUIREMENTS**:
Department of Social Development, Western Cape Government

**REQUIREMENTS**:
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social worker after registration as Social Worker with the SACSSP. Recommendations: Experience with regards to services to families and the development of relevant programmes. Competencies: Knowledge of the following: Child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

**DUTIES**:
Develop, implement and maintain social work policies aimed ensuring and contributing towards services to families; Develop services to families programmes to ensure the effective and efficient implementation of the relevant policies guiding service to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to families programmes; Perform the administrative functions required in the Unit.

**ENQUIRIES**:
Mr T Kwakwini at (021) 483 4115

**POST 49/201**

**OCCUPATIONAL THERAPIST, GEORGE (OUTENIEKWA SECURE CARE CENTRE) - REF NO. DSD 2017-97**

**SALARY**:
Grade 1: R 281 148 - R 321 462 per annum,
Grade 2: R 331 179 - R 378 687,
Grade 3: R 390 123 - R 473 445 (OSD as prescribed)

**CENTRE REQUIREMENTS**:
Department of Social Development, Western Cape Government

**REQUIREMENTS**:
Grade 1: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualifies employees who perform Community Service, as required in South Africa; A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not...
required to perform Community Service, as required in South Africa. **Grade 3:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Recommendations: None.

**Competencies:** Knowledge of the following: Experience in working within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Facilitate OT training interventions for other staff members; Communicate in two of the official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Supervise and facilitate training of students and other staff members.

**DUTIES:**
- Optimal outcomes-based treatment of youth residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal OT health care to youth residents in secure care centre, as well as keeping a professional team of social service professionals informed about OT services rendered; Rendering and effectively support service.

**ENQUIRIES:**
- Mr B Nicholas at (044) 803 7500

**POST 49/202**
- **EDUCATION OFFICER:** AET 1-4, BONNYTOUN CHILD AND YOUTH CARE CENTRE, REF NO. DSD 2017-107

**SALARY**
- Grade 1: R226 611 per annum (Salary level 7)
- Grade 2: R180 075 - R 202 674 per annum
- Grade 3: R 213 108 - R 262 092 per annum (OSD as prescribed)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:**
- Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse.
- Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable
experience in nursing after registration with the SANC as Staff Nurse. **Grade 3**: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Recommendations: A valid driving licence. Competencies: Skills in the following: Organising and planning; Conflict resolution; Numeracy; Communication (written and verbal) in at least two of the official languages of the Western Cape; Capability to be a motivator who leads by example, with good time management and the ability to be assertive in managing acting out behavior while exhibiting the necessary self-control.

**DUTIES**: Development and implementation of Basic Patient Care Plan with the emphasis of: Maintenance of resident's hygiene; Sustaining the nutritional status of residents; Facilitate and assist the mobility, family training and health education; Provide basic clinical nursing care in relation to: The measuring, interpretation and recording of vital signs; Operating of all relevant apparatus/equipment; Assisting professional nurse with clinical procedures; Effectively utilization of all resources including the ordering of stock and equipment, the reporting of losses and damages; Maintain professional growth/ethical standards as well as self-development through the code of conduct, as required in the Public Service by the professional body.

**ENQUIRIES**: Mr M Benting at (021) 931 0234

**POST 49/204**: CHILD AND YOUTH CARE TEAM LEADER, GRADE 1, DE NOVO, KRAAIFONTEIN - REF NO. DSD 2017-101

**SALARY**: R138 378 - R 155 748 per annum (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Senior Certificate or equivalent qualification with a minimum of 7 years' appropriate experience in child and youth care work after obtaining the required qualification. Recommendations: None. Competencies: Good understanding of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Ability to intervene and resolve conflict; Ability to work with children in conflict with the law; Experience in residential care.

**DUTIES**: Serve as a team leader for child and youth care workers during a shift; Oversee the following: The admission and related activities of children and youth to the care facility; Access of children/youth to medical services; The implementation of planned activities, developmental and therapeutic programmes; Basic life space work; Undertake inspections during a shift and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required by the job; Assist with the care of children as the need arises.

**ENQUIRIES**: Ms M Jonkerman at (021) 826 5972

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**: 22 January 2018 @ 16:00

**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 49/205**: DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT INTEGRATION, REF NO. TPW 2017-228

**SALARY**: All inclusive salary package of R657 558 per annum (Level 11)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: 3-year National Diploma with a minimum of 3 years' management experience. Recommendations: A valid driver’s licence (code 8). Competencies: Working knowledge of the following: Information and Knowledge Management;
Enterprise Content Management; records Management; Change Management; Strategic planning skills; Presentation skills; Project Management; Problem solving and analysis; Monitoring and Evaluation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Stakeholder relations; Advanced computer literacy skills; Planning and organisation skills.

**DUTIES**: Manage information (data, knowledge, wisdom) by applying tools and technology; Informed decision making in government operations; Collect, store and disseminate records of the department; Produce reports; Enhance service delivery; Support transparency; Support integration and collaboration across departments and government spheres; Drive effective Change Management to increase adoption and usage of initiatives to achieve required business outcomes; Manage the human and financial resources; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals.

**ENQUIRIES**: Mr L Barbier at (021) 483 4070

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 49/206**: ASSISTANT DIRECTOR: ELECTRICAL, REF NO TPW 2017-209

**SALARY**: R417 552 per annum (Level 10)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: A 3-year National Diploma (T/N/S stream); or NTC 3 and appropriately completed apprenticeship or successful passing of an official trade test with appropriate experience in the building industry; or Registration as an Engineering Technician; A minimum of 6 years’ appropriate experience; A valid Code B driver’s licence and willingness to travel regularly as required. Recommendations: Wireman’s licence (3 phase/ installation). Competencies: Knowledge of the following: Project Management, Personnel Management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, Relevant legislation, Public Service Act, Regulations and the PFMA; Analytical, problem solving, interpersonal and organisational skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, Project and PowerPoint).

**DUTIES**: Undertake inspections of buildings; Compilation of reports; Prepare the budget, estimates of cost maintenance projects; Prepare tender documentation and specification; Supervise and exercise quality control on projects.

**ENQUIRIES**: Mr R Schreuder at (021) 483 8510

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 49/207**: ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT, WEST COAST, REF NO. 2017-223

**SALARY**: R334 545 per annum (Salary level 9)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience; A valid Code B driving licence. Recommendations: Experience in traffic working environment or related field. Competencies: Knowledge in the following: Road safety practices and principles; Applicable policies and procedures; Background in working with communities and educational facilities; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, Excel and Outlook); Managerial and administrative skills; Ability to work under pressure and meet deadlines.

**DUTIES**: Compile business/operational plans; Co-ordinate and oversee the provision of education/training to educators and learners; Manage and conduct awareness interventions; Implement projects to support Human Capital and Social Capital; Co-ordinate Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes; Conduct general administration duties pertaining to operational matters in the district as well as monitoring and evaluation of subordinates.

**ENQUIRIES**: Mr Al-Ameen Kafaar at (021) 483 6000

114
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 49/208: ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT - OVERBERG DISTRICT, REF NO. TPW 2017-225

SALARY: R334 545 per annum (Salary level 9)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification with a minimum of 3 years’ experience; A valid Code B driving licence. Recommendations: Experience in traffic working environment or related field. Competencies: Knowledge in the following: Road safety practices and principles; Applicable policies and procedures; Background in working with communities and educational facilities; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, Excel and Outlook); Managerial and administrative skills; Ability to work under pressure and meet deadlines.

DUTIES: Compile business/operational plans; Co-ordinate and oversee the provision of education/training to educators and learners; Manage and conduct awareness interventions; Implement projects to support Human Capital and Social Capital; Co-ordinate Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes Conduct general administration duties pertaining to operational matters in the district as well as monitoring and evaluation of subordinates.

ENQUIRIES: Mr Al-Ameen Kafaar at (021) 483 6000

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 49/209: CONSTRUCTION SAFETY OFFICER: TECHNICAL SERVICES (2 POSITIONS AVAILABLE), REF NO. TPW 2017-214

SALARY: R226 611 per annum (Salary level 7)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 Senior Certificate (or equivalent) with a minimum of 3 years’ experience in the built environment; A valid code B driver’s licence. Recommendations: None. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act, Western Cape Maintenance Framework; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Excel, MS Project).

DUTIES: Managing of contract administration support; Managing health and safety plans for maintenance and construction projects; Ensure that all contractors executing construction works on maintenance projects are in accordance with approved H & S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor’s equipment of sites and Health and Safety File; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspections of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act.

ENQUIRIES: Mr R Monare at (021) 483 5310

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 49/210: PERSONAL ASSISTANT: TRAFFIC TRAINING AND DEVELOPMENT, REF NO. TPW 2017-217

SALARY: R226 611 per annum (Salary level 7)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 Certificate (or equivalent) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ appropriate experience in office
administration. Recommendations: A valid driver's licence. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising typing and report writing skills; Must have good communication skills (verbal and writing) and the ability to communicate well with people at different levels.

**DUTIES**: Provides a secretarial/ receptionist support service to the Senior Manager; Support the Manager with the administration of the budget; Analyse the relevant Public Service and Departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly, Management of the Senior Manager's diary, appointments, meeting coordination within the office and liaison with clients; Procurement, provisioning administration inclusive of travel claims, subsistence and expenditure control. Schedule appointments for the Director; Provide logistical support with regards to travel/ accommodation arrangements for meetings/ workshops/ conference and other functions, Receive visitors, handle enquiries and liaise with clients and other stakeholders. Manage mail, faxes, and other documents. Draft and type correspondences and other documents. Take minutes during meetings and compile reports; Maintain effective filling and document tracking systems (electronically and manually). Record keeping, Maintaining confidentiality.

**ENQUIRIES**: Mr D Lakey at (021) 483 2213

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 49/211**: ROAD SAFETY OFFICER: ROAD SAFETY MANAGEMENT, TPW 2017-222

**SALARY**: R226 611 per annum (Salary level 7)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate) with a minimum of 3 years’ experience; A valid driver’s licence. Recommendations: Experience in a traffic working environment or related field. Competencies: Knowledge in the following: Applicable government policies and procedures; Working knowledge of working with communities and educational facilities; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; proven computer literacy (MS Word, Microsoft Excel, Microsoft Outlook); Facilitation skills.

**DUTIES**: Execute and promote road safety education and awareness campaigns; Implement education and awareness interventions; Ensure that the directorate meets its operational goals; Conduct road safety needs analysis; provide education/ training to educators and learners.

**ENQUIRIES**: Ms N Letselebe at (021) 483 6986

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

**POST 49/212**: ADMINISTRATION CLERK: TECHNICAL SUPPORT SERVICES (2 POSITIONS AVAILABLE), REF NO. TPW 2017-218

**SALARY**: R152 862 per annum (Salary level 5)

**CENTRE**: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 1-year administrative experience; Experience in working with the following systems: BIZ Projects; E-works; BAS; ECM; and Supplier Invoice Tracking System (SITS); Experience in contract cleaning. Competencies: Good understanding of administration support services and relevant systems; Good verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, MS Excel, MS Outlook); Ability to manage multi-disciplinary teams; Self-motivated.

**DUTIES**: Procure services for cleaning environment; Provide administrative support relating to supply chain; prepare documentation and issue letters; Undertake regular inspections in and outside buildings; Monitor waste areas; Report on losses and breakages; Safekeeping of equipment in stores; Process of
payments; Complete payments and keep record of payments; Assist with site meetings.

**APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 49/213**

: ADMINISTRATION CLERK: LAND TRANSPORT INTEGRATION AND OVERSIGHT, REF NO. TPW 2017-261

**SALARY**

: R152 862 per annum (Salary level 5)

**CENTRE**

: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: A minimum of 2 years’ administrative support experience. Competencies: A good understanding of the following: Office administration procedures; Application of legislation and policies; Operation and maintenance of office machines and other equipment; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**

: Provide support with regards to projects; General administration including procurement of goods and services; Document Management; Assistance and support with regards to meetings and logistics; Project administration.

**ENQUIRIES**

: Mr J Robb at (044) 801 9493

**APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**POST 49/214**

: ROAD WORK SUPERVISOR, REF NO. TPW 2017-210

**SALARY**

: R127 851 per annum (Salary level 4)

**CENTRE**

: Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

: Grade 9 (ABET Level 4); A minimum of 2 years’ relevant experience; A valid Code EC1/ EC drivers licence with a professional drivers permit (PDP). Recommendations: Good understanding and experience in building, maintenance and repair of roads, as well as supervise a team of workers; Experience in the following: operating of more than one large construction machine, supervise over a team of workers, civil construction activities; Credits or a Qualification in in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level 1 and higher. Competencies: Good understanding of the following: Civil construction activities, construction machines, bitumen products, concrete products, applicable legal aspects, safety measures and standards, as well as road safety measures; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work independently and part of a team.

**DUTIES**

: Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Discipline subordinates and apply proper labour relations.

**ENQUIRIES**

: Mr D Plaatjies at (044) 272 2992

**APPLICATIONS**

: If you want to hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499.

**NOTE**

: To apply, you must submit a manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Candidates will be subjected to a fitness test as prescribed by the construction regulations as contained in OHS, Act 85/1993.
POST 49/215

SUPERVISOR: TECHNICAL SUPPORT SERVICES, REF NO. TPW 2017-219

SALARY: R127 851 per annum (Salary level 4)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 10 (Junior Certificate or equivalent qualification) with a minimum of 3 years’ experience in a cleaning environment. Recommendations: None. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, MS Excel, MS Outlook); Ability to manage multi-disciplinary teams; Self-motivated; Good understanding of administrative services and relevant systems.

DUTIES: Supervise and ensure discipline amongst staff; Co-ordinate the recycling and waste control area; Undertake regular inspections in and around building; Ordering of material and stock; Issuing of equipment and protective clothing; Report on losses and breakages; Handle all administrative functions related to the post; Supervise all human resource aspects (Leave, Permis, etc); Attend to helpdesk enquiries.

ENQUIRIES: Ms C Jacobs at (021) 483 8921 / Mr L Zuma at (021) 483 5785

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Chantal Ross, Water Solutions (PTY) LTD, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention Chantal Ross, Water Solutions (PTY) LTD, PostNet Suite # 116, Private Bag X23, Parow, 7499.

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