

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 09 February 2018
- NOTE** : Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. All applicants must be SA Citizens/Permanent Residents. 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 on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

- POST 04/30** : **CHIEF DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/CD: INFRA/24**
Branch: Technical Support Services
- SALARY** : R1 127 334- R 1347 879 per annum
- CENTRE** : Misa Head Office, Centurion
- REQUIREMENTS** : An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 with 6-10 years' experience in senior management level. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Oversee the

		development support and /or intervention services to address service delivery needs.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	must be e-mailed to: cdinfrastructure@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/31</u>	:	<u>CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/CD: PM/25</u>
<u>SALARY</u>	:	R1 127 334- R 1347 879 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 with 6-10 years' experience in senior management level. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the provisioning of technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Oversee the process of conducting the assessment on condition and the extent of municipal infrastructure assets. Manage the provisioning of technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Oversee the development support and /or intervention services to address service delivery needs.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	application must be e-mailed to: cdinfrastructure@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/32</u>	:	<u>PROVINCIAL MANAGERS X 2 REF NO: MISA/PROVM/27</u>
<u>SALARY</u>	:	R948 174- R 1116 918 per annum
<u>CENTRE</u>	:	MISA Western Cape (Cape Town) and Northern Cape (Kimberly)
<u>REQUIREMENTS</u>	:	An appropriate Degree in Built Environment or equivalent qualification on NQF level 7, with 5-10 years' work experience in middle management in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and, Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at

all levels including sector departments, provincial departments and local government. Facilitate Identification of Technical Support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: provincialm@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/33

DIRECTOR: STAKEHOLDER AND PROGRAMME COORDINATION
REF NO: MISA/D: S&P/26

SALARY : R948 174- R 1116 918 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment/ Development Studies/ Public Administration/ Monitoring and Evaluation or equivalent at NQF level 7 with 5-10 years' experience at a middle management level in a relevant field. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Monitoring and Evaluation with specific knowledge of the outcome-based approach. Contract Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Develop monitoring and reporting tools, performance indicators, methodologies, procedures and processes. Develop and manage implementation of the Monitoring and Evaluation Framework in line with the Government-Wide M&E Policy Frameworks. Manage and coordinate the planning process (e.g. development of Technical Support and Operational Plans, budgeting, Commitment register and Procurement Plan to input into the APP). Analyse and consolidate the monthly, quarterly and annual reports from sectors, provinces and municipalities. Establish partnership with relevant stakeholders that are participating in Programme Management office (PMO).

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: dstakeholder@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/34

DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND
EVALUATION REF NO: MISA/D: STRAT MNGT/35

SALARY : R948 174 - R 1116 918 per annum
CENTRE : a Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Development studies, Social Science, Economics or equivalent qualification at NQF level 7 with 5-10 years' relevant experience in Strategic planning, monitoring and evaluation. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Technical competencies: In depth knowledge and

understanding of: Corporate governance policies and legislation; Government system and procedures; Intergovernmental relations legislation and structures; Cabinet and parliamentary procedures.

DUTIES : The successful candidate will perform the following duties: Develop and implement the Monitoring and Evaluation Framework for the organisation; Facilitate the preparation of strategic plan and annual performance plan (APP); Compile institutional performance reports and ensure timeous submission to the Executive Authority, National Treasury and Parliament in line with relevant frameworks, guidelines and legislative provisions; Review programme performance on a monthly and quarterly basis and monitor the implementation of performance improvement measures; Develop and implement monitoring and evaluation plan for MISA projects, programmes and policies.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863

APPLICATIONS : Applications must be e-mailed to: dstrat@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/35

DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MISA/D: HRM&D/28

SALARY
CENTRE
REQUIREMENTS

: R948 174 –R 1116 918 per annum

: Misa Head Office, Centurion

: An appropriate Degree in Human Resource Management or equivalent qualification at NQF 7 with Five (5) to Ten (10) years' relevant experience at middle management level in a Human Resource environment. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills (Verbal and Written). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Public Service Management Framework. Public Service Act. Public Service Regulations. Collective agreement. Labour Relations Act. White Paper on Transformation of the Public Service. Broad knowledge of PERSAL. National Skills Development Strategy. Organisational strategy.

DUTIES

: The successful candidate will perform the following duties: Oversee the process of recruitment, selection, appointment and retention of employees. Manage compensation and the conditions of service of employees. Oversee the development of organisational structure, maintenance of job profiles and the execution of job evaluation. Oversee the administration, development and implementation of Human Resource strategies, Policies, guidelines and Skills Development. Manage and monitor the effective administration/ implementation of Performance Management and Development Systems (PMDS) in the Department. Manage the promotion of employee health and wellness initiatives and manage the implementation of gender mainstreaming and provide sound employee labour relations services.

ENQUIRIES
APPLICATIONS
NOTE

: Mr. Mongi Khanyile Tel: (011) 704 2863

: Applications must be e-mailed to: dhrmd@tseleconsulting.co.za

: Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/36

DIRECTOR: TRAINING AND DEVELOPMENT REF NO: MISA/D: T&D/36

SALARY
CENTRE

: R948 174 - R 1116 918 per annum

: Misa Head Office, Centurion

POST 04/38

DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: MISA/DD: IC&C/39

SALARY
CENTRE
REQUIREMENTS

: R657 558-R774 576 per annum
: Misa Head Office, Centurion
: A 3-year National Diploma / Degree in Accounting/Auditing/Internal Audit/Risk Management at NQF 6 and 4-6 years' relevant experience in an audit and risk management field. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Risk Management and Internal Control, Change Management Technical competencies: In depth knowledge and understanding of: Knowledge and understanding of: the Public Finance Management Act (PFMA); Treasury Regulations; General Accepted Accounting Practices (GAAP), General Recognised Accounting Principles (GRAP); and ,Basic Accounting System (BAS). Policy development Statistical and qualitative analysis Advance computer proficiency in MS Office General ledger reconciliation and analysis. Research and/or audit report writing.

DUTIES

: The successful candidate will perform the following duties: Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Manage internal control, financial and related system (E.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to Top Management. Manage the identification of potential financial risks (inclusive of fraud risks) and mitigation of the identified risks. Manage the coordination of assurance processes (e.g. response to external and internal auditor's queries, management responses) and departmental action plans to address identified control deficiencies. Manage the development, implementation and maintenance of a financial information retention/repository system. Manage the implementation and maintenance of the departmental loss control system and provide advice to the departmental Loss Control Committee. Monitor Implementation of all applicable rules and regulations.

ENQUIRIES
APPLICATIONS
NOTE

: Mr. Mongi Khanyile Tel: (011) 704 2863
: Applications must be e-mailed to: ddic&c@tseleconsulting.co.za
: Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/39

DEPUTY DIRECTOR: RECRUITMENT SUPPORT REF NO: MISA/DD: REC SUPP/37

SALARY
CENTRE
REQUIREMENTS

: R657 558-R774 576 per annum
: Misa Head Office, Centurion
: An appropriate 3 years' National Diploma or Degree in Human Resources Management or equivalent qualification at NQF level 6, with extensive work experience of 3-5 years in the related field. Process Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing Others, Team Leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Human Resources Practices, Organisational strategy, Managerial functions and, Labour legislations.

DUTIES

: The successful candidate will perform the following duties: Develop policies for recruitment and placement of technical resources and learners in municipalities. Manage recruitment and placement of technical resources and learners in municipalities. Facilitate municipal

capacity assessments for developing municipal capacity development plans. Facilitate recruitment and placement of technical resources and learners in the municipalities. Manage the administration of a database of learners, candidates and municipal officials participating in MISA capacity building programmes.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: ddrecsupp@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/40 : **NETWORK INFRASTRUCTURE MANAGEMENT REF NO: MISA/NIMNGT/32**

SALARY : R657 588- R 774 576 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Systems qualifications or equivalent qualification at NQF level 6 with 3-5 years' experience in ICT environment as network administrator. Generic Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: A+ and N+ programmes, Microsoft office suite, Microsoft Certified Administrator, Microsoft Certified Software Engineer, ICT security management, Network management.

DUTIES : The successful candidate will perform the following duties: Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability i.e. administration of windows server/client and/or Novell server install, Manage performance tuning and capacity planning activities to enhance the performance of the network resources e.g. new and existing IT equipment network assets to work within department, Ensure routine backups and archival of files stored on the network to assist with disaster recovery, Monitor local area network and wide area network traffic and report accordingly, Maintain network and server hardware and software i.e. the maintenance of inventory for all network related equipment and computer equipment users, Installation, configuration and maintenance of network resources e.g. hardware devices and software.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: networkinfra@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/41 : **BUSINESS SYSTEM ANALYST REF NO: MISA/BSA/33**

SALARY : R657 588- R 774 576 Total cost package per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Information Technology/Information Management/Computer Science or equivalent qualification at NQF Level 6 with 3-5 years' experience in Business analyst environment. Generic Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: System development methodologies and understanding of the project/system development life cycle; Processes information and technology modelling skills; Visio and Microsoft Office.

DUTIES : The successful candidate will perform the following duties: Gather, analyse and document business requirement; Translate requirements into process, data and technology models that can be interpreted by IT in

order to develop a solution; interact with the users to facilitate Joint Application Developments sessions to extract the requirements out of them; prepare detailed flow charts and diagrams outlining systems capabilities and processes; Providing the link between the customer, development team and any third party regarding software functionality, throughout the development lifecycle; Document workflows and results of business analysis and on the specifications.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: bsanalyst@tseleconsulting.co.za
NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/42 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: MISA/AD: RISK/23**

SALARY : R 334 545-R394 065 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate 3 years' National Diploma or Degree in Risk Management/Internal Auditing or Equivalent at NQF level 6 with 3-5 years' experience in Risk Management/Internal Audit Generic Competencies: Applied strategic Thinking, Problem Solving and Decision Making, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Treasury Audits, Risk assessment, Risk Management and Auditing practices, The Public Finance Management Act, Laws, regulations, legislation effecting public sector, Development of policies and strategies.

DUTIES : The successful candidate will perform the following duties: Provide a risk assessment process and resultant risk profile of the organisation, Develop and implement policies, strategies and frameworks on risk management, align the risk management process to strategic objectives and business plans of the organisation, Develop and implement of fraud prevention plan, Identify and perform risk management capacity gaps and facilitate and provide awareness campaigns, Monitor and evaluate the status of risk management and adherence to risk management processes within the organisation.

ENQUIRIES : Mr. Mongi Khanyile Tel: (011) 704 2863
APPLICATIONS : Applications must be e-mailed to: adriskmanagement@tseleconsulting.co.za

NOTE : Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

POST 04/43 : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: MISA/AD: IC&C/40**

SALARY : R334 545-R394 065 per annum
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma / Degree in Accounting/Auditing/Internal Audit/Risk Management at NQF 6 and 3-5 years' relevant experience in an audit and risk management field. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Risk Management and Internal Control, Change Management Technical competencies: In depth knowledge and understanding of: Knowledge and understanding of: the Public Finance Management Act (PFMA); Treasury Regulations; General Recognised Accounting Principles (GRAP) Pastel, VIP and Persal; and ,Basic Accounting System (BAS).Policy development Statistical and qualitative analysis Advance computer proficiency in MS Office General ledger reconciliation and analysis. Research and/or audit report writing.

<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms, Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related system (E.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to Top Management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance processes (e.g. response to external and internal auditor's queries, management responses) and facilitates the development and implementation of departmental action plans to address identified control deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the departmental loss control system and serve as secretariat of the departmental Loss Control Committee.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: adic&c@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/44</u>	:	<u>DATABASE TECHNICIAN REF NO: MISA/DTECH/34</u>
<u>SALARY</u>	:	R334 545- R 394 065 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	An appropriate 3 years' National Diploma or Degree in Information Technology/Computer Science or equivalent qualification at NQF level 6 with 3-5 years' experience in Information Technology, database environment. General Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Maintenance and administration of SQL Server; Data Migration Management; Installation and configuring MySQL using Amp technology; Backup on the database.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Estimate database capabilities and development methods for maintenance of database; Review and make recommendations for the current database environments; Design and create new tables and database; Maintain SQL-based reports and combining data from multiple data sources.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: dtech@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/45</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MISA/SPP: HRD/29</u>
<u>SALARY</u>	:	R281 418-R 331 497 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	An appropriate 3 years 'National Diploma or Degree in Human Resource Management or Equivalent at NQF level 6 with 2-3 years' experience in the relevant field. Generic Competencies: Quality of work, Reliability, Initiative, Communication, Interpersonal Relations, Team work, Planning and Execution, Change Technical competencies: In depth knowledge and understanding of :Capturing and operate computer, Collate administrative statistic, Basic Financial operative systems (PERSAL), Presentation skills, Public Service Regulations.

<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement the Human Resource Development and Performance Management System Strategy and policies. Coordinate the bursary scheme and develop the bursary support programmes, Facilitate the Compulsory Induction Programme and Orientation for the Department, Coordinate Internship and Learnership Programmes, assist with Labour Relations Matters and assist with employee health and wellness matters.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: spphrd@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/46</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HRM REF NO: MISA/SPP: HRM/30</u>
<u>SALARY</u>	:	R281 418-R 331 497 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	An appropriate 3-year Degree or National Diploma in Human Resource Management or equivalent at NQF level 6 qualification with Two (2) to Three (3) years' appropriate experience in a Human Resource environment. Generic competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal Relations. Team work. Planning and Execution. Technical competencies: In depth knowledge and understanding of: Interpretation of policies. PERSAL expertise. Public service management framework. Human resource matters.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implementation of service benefits and conditions of service (Housing, resettlement cost, salary restructuring, leave, acting allowance etc.) Administer and approve transactions in respect of service benefits and appointment on PERSAL system. Co-ordinate recruitment and selection in the department. Provide secretariat service during interviews. Conduct job evaluation, compile job profiles and maintenance of the organisational structure.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: spphrd@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/47</u>	:	<u>ADMIN ASSISTANT: TECHNICAL SUPPORT AND OFFICE OF THE CEO (2) POSTS REF NO: MISA/AA: TECH SUPP/38</u>
<u>SALARY</u>	:	R183 558 – R 216 216 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	A senior certificate and appropriate experience in office management and administration. Core Competencies: Quality of Work, Reliability, Initiative, Communication, Interpersonal Relations, Team work, Planning & Execution Technical competencies: In depth knowledge and understanding of: Office management and administration, Secretarial functions, Office administrative system, Computer literacy.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide registry services: Maintain the efficient filling system and flow of documents in the unit: Receive and distribute documents, Record documents in the appropriate registers, Establish effective document tracking system, Provide secretarial support services: Arrange and prepare documentation for meetings/workshops, Compile meeting minutes/report, Administer the diary of the supervisor ,Arrange appointments and record events in the diary, Promote effective diary co-ordination in an electronic or manual format. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences, Purchase and order stationery

		and equipment, Coordinate assets and inventory within the unit, make copies, fax and email documents as required.
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: aatech@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.
<u>POST 04/48</u>	:	<u>REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: MISA/RC: S&F/31</u>
<u>SALARY</u>	:	R152 862 – R 180 063 per annum
<u>CENTRE</u>	:	Misa Head Office, Centurion
<u>REQUIREMENTS</u>	:	A Grade 10/ Senior Certificate or Equivalent with between 0-2 years' experience. Generic Competencies: Problem solving, Planning and Organising, Communication (verbal & Written), Computer literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information act, National archives.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/file, Handle incoming and outgoing correspondence:, Receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues, Render an effective filing and record management service: Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with MISA's File Plan and document management system. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain Franking machine register and remittance register. Frank post, record money and update register immediately on daily basis. Hand delivers and signs over remittances to finance. Send back wrong remittances to sender via registered post and record reference number in register. Lock post away in postbag for messengers to deliver to Post Office, Process documents for archiving and/or disposal: Comply with the relevant National legislation when determining timeframes for disposal of records, Electronic scanning and indexing of files. Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Keep records for archived documents. Electronic routing of documents
<u>ENQUIRIES</u>	:	Mr. Mongi Khanyile Tel: (011) 704 2863
<u>APPLICATIONS</u>	:	Applications must be e-mailed to: rcsecurities@tseleconsulting.co.za
<u>NOTE</u>	:	Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.