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

LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the requirements for the following posts published in circular no 50 dated 15 December 2017 have been amended:
Chief Director Corporate Services (Ref. S4/1/17/2017/01) The amended requirements are an appropriate undergraduate qualification or equivalent qualification at NQF level 7 as recognised by SAQA. An undergraduate NQF level 7 qualification in Public Management, Public Administration will be an added advantage. Five (5) years' experience at Senior Management level. A valid driver’s license.

Director: Human Resource Services (Ref. S4/1/17/2017/02) The amended requirements are an appropriate undergraduate qualification or equivalent at NQF level 7 as recognised by SAQA. An undergraduate NQF level 7 qualification in Human Resources Management will be an added advantage. Five (5) years relevant working experience at middle/senior managerial level in a human resources management environment. A valid drivers’ license.

Director: Employee Health and Wellness (Ref. S4/1/17/2017/03) The amended requirements are an appropriate undergraduate qualification or equivalent at NQF level 7 as recognised by SAQA. An undergraduate NQF level 7 qualification in Psychology, Professional Nurse, Social Work or Environmental Health Services registered with the relevant Professional bodies will be an added advantage. Five (5) years relevant working experience at middle/senior managerial level in an employee health and wellness/ EAP environment. A valid drivers’ license.

Deputy Director: Office Services (Ref. S4/1/17/2017/04) The amended requirements are an appropriate undergraduate NQF level 6 qualification as recognised by SAQA. An undergraduate NQF level 6 qualification in Public Administration will be an added advantage. 3-5 years’ experience in Office Services administration environment. A valid driver’s license.

Deputy Director: Occupational Health and Safety (Ref. S4/1/17/2017/05) The amended requirements are an appropriate undergraduate NQF level 6 qualification as recognised by SAQA. An undergraduate NQF level 6 qualification in Occupational Health and Safety will be an added advantage. SAMTREC will be an added advantage. 3 – 5 years’ experience in an OHS environment and a valid driver’s license.

Control Works Inspector (Ref. S4/1/17/2017/06) The required number of years’ experience should read as follows: More than six (6) years’ relevant experience.

Chief Works Inspector (Ref. S4/1/17/2017/08) The required number of years’ experience is as follows: 3 – 5 years’ relevant experience.

Admin Officer: Office Services (Ref. S4/1/17/2017/09) The amended requirement is an appropriate undergraduate qualification in Logistics/Management/ Public Management/ Administration. Also, note that the closing date has been extended to 26 January 2018 at 16h00

CIVILIAN SECRETARIAT FOR POLICE: Kindly note that the closing date for applications for the post for Legislation Specialist (12 months contract) Ref CSP/32/2017 published in Publication no 50 dated 15 December 2017 has been amended to 12 January 2018.
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#### PROVINCIAL ADMINISTRATIONS

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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 into the prescribed rules. (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS

POST 01/01: ASSISTANT DIRECTOR, REF NO: CFO 18/1/1

SALARY: Level 9 (R334 545 per annum).


REQUIREMENTS: Minimum Requirements: Grade 12 plus a three year Degree/National Diploma with finance related main subjects with a minimum of five (5) years' budget experience of which three (3) years must be at a level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spreadsheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also considered. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other Private Sectors financial systems and to draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and we-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR
Management skills. In possession of a valid RSA/Military driver’s license to conduct official duties. In possession of or to obtain a DOD confidential security clearance.

**DUTIES**: Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of the Joint Operations Division. Capture the draft budget of the Joint Operation Division on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for Joint Operation Division as required by Budget Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the Joint Operation Division. Managing of accurate and reliable Costing Database for the Joint Operation Division. Managing the re-allocation of budget allocation and income for the Joint Operation Division. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrate and control the execution of the Finance Governance Function within the Joint Operation Division. Direct, orchestrate and control the Finance Formation. Effective management of personnel, assets and material resorting under his/her control.

**ENQUIRIES**: Mr L.L. Ngidi, tel (012) 674 5704.

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number)

**CLOSING DATE**: 19 January 2018

**POST 01/02**: FINANCE CLERK REF NO: CFO 18/1/2

**SALARY**: Level 5 (R152 862 per annum).


**REQUIREMENTS**: Minimum requirement: Grade 12 certificate with finance or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of main frame Financial Management System (FMS)/Basic Accounting System (BAS) or any other Private Sectors financial systems would serve as a strong recommendation. Ability to understand and interpret basic financial, Procurement, Accounting and Human Resource Management (HRM) policy and prescripts. Basic knowledge of financial practices and Supply Chain Management (SCM) and knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service/Private sectors Department would serve as a strong recommendation. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptive, positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Permanent RSA citizen with no criminal record. Being in the possession of valid RSA Vehicle driver’s license will be a strong recommendation. Added advantage: Post matric qualification in Finance or a minimum of one year relevant experience.

**DUTIES**: Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management

ENQUIRIES
Ms M.D. Tseka, tel (012) 355 3080.

APPLICATIONS
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number, not post number).

CLOSING DATE
19 January 2018

POST 01/03
FINANCE CLERK, REF NO: CFO 18/1/3

SALARY
Level 5 (R152 862 per annum).

CENTRE
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), FASC Young field (Cape Town).

REQUIREMENTS
Minimum requirements: Grade 12 certificate with Finance/Accounting-related subjects. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe and Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in regard of task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance or minimum of one year relevant experience.

DUTIES
Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES
Mr I. van der Walt, Tel: (012) 392-2850.

APPLICATIONS
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

CLOSING DATE
19 January 2018

POST 01/04
MESSENGER, REF: ARMY/38/17/01

SALARY
Level 2 (R90 234 per annum).

CENTRE
KZN Signal Unit, Bluff, Kwazulu Natal.

REQUIREMENTS
A minimum of Grade 10 (NQF Level 2). A valid B drivers' license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.
DUTIES: Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS: Department of Defence, KZN Signal Unit, Private Bag X21096, Bluff, 4036 or may be delivered at Bluff Military Base, C/o Light House and Marine Drive, Bluff.

ENQUIRIES: Ms T.A. Sishi, Tel: (031) 451 1843.

CLOSING DATE: 26 January 2018

POST 01/05: MESSENGER, REF: ARMY/38/17/02

SALARY: Level 2 (R90 234 per annum).

CENTRE: Mpumalanga Signal Unit, Mbombela.

REQUIREMENTS: A minimum of Grade 10 (NQF Level 2). A valid B drivers’ license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.

DUTIES: Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS: Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200 or may be delivered at Mpumalanga Signal Unit, 5 Cruise circle, Vintonia, Mbombela, 1200.

ENQUIRIES: Sgt S. Godfrey, Tel: (013) 756 2547.

CLOSING DATE: 26 January 2018

POST 01/06: MESSENGER, REF: ARMY/38/17/03

SALARY: Level 2 (R90 234 per annum).

CENTRE: Western Cape Signal Unit, Youngsfield.

REQUIREMENTS: A minimum of Grade 10 (NQF Level 2). A valid B drivers’ license (Code 08) or above. Special requirements (Skills needed): Good driving, communication (verbal/written), problem-solving and Interpersonal skills. Must be reliable and physically fit to perform duties.

DUTIES: Fetch post, parcels, Photostats, files, typings and other forms of documentation/articles and deliver them to the relevant role players. Assist with the execution of functions attached to the registration division. Keep a register of received and dispatched documents. Perform other messenger tasks directed.

APPLICATIONS: Department of Defence, Western Cape Signal Unit, Private Bag X01, Kenwyn, 7790 or may be delivered at Western Cape Signal Unit, Wetton Rd, Ottery.

ENQUIRIES: WO2 D.D. de Villiers, Tel: (021) 787 1710.

CLOSING DATE: 26 January 2018

POST 01/07: FOOD SERVICE AID II (6 POSTS), REF: ARMY/38/17/04

SALARY: Level 2 (R90 234 per annum).

CENTRE: School of Artillery, Potchefstroom.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
APPLICATIONS: Department of Defence, South African Army Artillery Formation, School of Artillery, Private Bag X2005, Noordbrug 2522.

ENQUIRIES: Capt B.M. Zulu, Tel: (018) 289 3817.

CLOSING DATE: 26 January 2018

POST 01/08: FOOD SERVICE AID II (2 POSTS), REF: ARMY/38/17/05

SALARY: Level 2 (R90 234 per annum).

CENTRE: 4 Artillery Regiment, Potchefstroom.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

APPLICATIONS: Department of Defence, 4 Artillery Regiment, Private Bag X2003, Noordbrug 2522.

ENQUIRIES: Major C. Venter, Tel: (018) 289 4051.

CLOSING DATE: 26 January 2018.

POST 01/09: FOOD SERVICE AID II, REF: ARMY/38/17/06

SALARY: Level 2 (R90 234 per annum).

CENTRE: 21 Signal Unit, Boekenhoutskloof.

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

APPLICATIONS: Department of Defence, 21 Signal Unit, Boekenhoutskloof Military Base, PO Box 438, Pyramid, 0102 or may be delivered at 21 Signal Unit, Military Base Boekenhoutskloof, Dinokeng North, Hammanskraal.

ENQUIRIES: Ms K.E. Mahlaule, Tel: (012) 529 1904.

CLOSING DATE: 26 January 2018.

POST 01/10: FOOD SERVICE AID II, REF: ARMY/38/17/07

SALARY: Level 2 (R90 234 per annum).

CENTRE: 5 Signal Unit, 524 Squadron (Phalaborwa).

REQUIREMENTS: A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES: Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and
cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to the kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

**APPLICATIONS**
Department of Defence, 524 Squadron, PO Box 557, Phalaborwa, 1390. 524 Squadron, Schietocht Military Base, Phalaborwa, 1390.

**ENQUIRIES**
Sgt R.M. Khumalo, Tel: (015) 780 4994.

**CLOSING DATE**
26 January 2018

**POST 01/11**
**CLEANER II (3 POSTS), REF: ARMY/38/17/08**

**SALARY**
Level 2 (R90 234 per annum).

**CENTRE**
JSB Wonderboom, Pretoria.

**REQUIREMENTS**
A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES**
Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**APPLICATIONS**
Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 0017 or may be delivered at Military Base Wonderboom, Lintveld Rd, Doornpoort, 0017.

**ENQUIRIES**
SSgt N.A. Mangcangaza, Tel: (012) 529 0430.

**CLOSING DATE**
26 January 2018

**POST 01/12**
**CLEANER II, REF: ARMY/38/17/09**

**SALARY**
Level 2 (R90 234 per annum).

**CENTRE**
North Western Signal Unit, Potchefstroom.

**REQUIREMENTS**
A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES**
Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**APPLICATIONS**
Department of Defence, North West Signal Unit, Private Bag X2012, Noordrugk, Potchefstroom; 2531 or may be delivered at North West Signal Unit, Cnr/o Eleazer and Venlersdorp Road, Noordrugk.

**ENQUIRIES**
SSgt H. Esterhuizen, Tel: (011) 289 3205.

**CLOSING DATE**
26 January 2018

**POST 01/13**
**CLEANER II (3 POSTS), REF: ARMY/38/17/10**

**SALARY**
Level 2 (R90 234 per annum).

**CENTRE**
2 SAI Battalion, Zeerust.

**REQUIREMENTS**
A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES**
Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**APPLICATIONS**
Department of Defence, SA Army Infantry Formation, 2 SAI Battalion, Private Bag X1348, Zeerust 2865. Or Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Peterson Bothango House No: 1, Corner Visagie and Thabo Sehume Streets, Pretoria.

**ENQUIRIES**
Capt I.E. Chake, Tel: (018) 642 6048. Mr A. Molokoane, Tel: (012) 339 6252.

**CLOSING DATE**
26 January 2018
POST 01/14 : CLEANER II (2 POSTS), REF: ARMY/38/17/11

SALARY : Level 2 (R90 234 per annum).
CENTRE : 21 SAI Battalion, Johannesburg.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS : Department of Defence, SA Army Infantry Formation, 21 SAI Battalion, Private Bag X02, Bertsham 2013. Or Department of Defence, SA Army Infantry Formation, Private Bag X172, Pretoria 0001 or may be hand delivered to Peterson Bothango House No: 1, Corner Visagie and Thabo Sehume Streets, Pretoria.
ENQUIRIES : Capt M.M.G. Nketsi, Tel: (011) 212 2618. Mr A. Molokoane, Tel: (012) 339 6252.
CLOSING DATE : 26 January 2018

POST 01/15 : CLEANER II (4 POSTS), REF: ARMY/38/17/12

SALARY : Level 2 (R90 234 per annum).
CENTRE : 44 Parachute Regiment, Bloemfontein.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
APPLICATIONS : Department of Defence, 44 Parachute Regiment, Private Bag X40008, Tempe 9318.
ENQUIRIES : Capt L.V. Mosieteng, Tel: (051) 402 1509.
CLOSING DATE : 26 January 2018

POST 01/16 : GROUNDSMAN II (4 POSTS), REF: ARMY/38/17/13

SALARY : Level 2 (R90 234 per annum).
CENTRE : School of Engineering, Free State.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
APPLICATIONS : Department of Defence, School of Engineering, Private Bag X20, Kroonstad 9500.
ENQUIRIES : Capt T. Makulane, Tel: (056) 216 2010 / 2020.
CLOSING DATE : 26 January 2018

POST 01/17 : GROUNDSMAN II (5 POSTS), REF: ARMY/38/17/14

SALARY : Level 2 (R90 234 per annum).
CENTRE : JSB Wonderboom, Pretoria.
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds.
Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

**APPLICATIONS** : Department of Defence, JSB Wonderboom, Private Bag X01, Doornpoort, 0017 or may be delivered at Military Base Wonderboom, Lintveld Rd, Doornpoort, 0017.

**ENQUIRIES** : SSgt N.A. Mangcangaza, Tel: (012) 529 0430.

**CLOSING DATE** : 26 January 2018.
ANNEXURE B

HOME AFFAIRS

APPLICATIONS : Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driving licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

CLOSING DATE : 24 January 2018

MANAGEMENT ECHELON

POST 01/18 : PROVINCIAL MANAGER (3 POSITIONS)

SALARY : An all-inclusive salary package of R1 127 334 to R1 347 879 per annum (Level 14), structured in terms of the applicable remuneration rules.

CENTRE : Gauteng: Johannesburg REF NO: HRMC 83/17/1
North-West: Mahikeng REF NO:HRMC 83/17/2
Mpumalanga: Nelspruit REF NO:HRMC 83/17/3

REQUIREMENTS : An undergraduate qualification (NQF level 7) in the related field, as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience at a senior managerial level in the related field. Basic knowledge of the Constitution of the Republic of South Africa, the Public Service Act and the Public Service Regulations. Basic knowledge of applicable Human Resources legislation and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, the Birth, Marriages and Deaths Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and Regulation, Refugee Act and Regulation. Computer literacy. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential. A service leader, highly skilled in operations management at senior level is needed for this role.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead, direct and oversee the quality of service delivery regarding Civic and Immigration service functions at provincial level. Participate in the development of the strategic plan for Civic and Immigration Services. Monitor and report on the performance of the Province. Direct and enable the growth of the
Department’s footprint. Drive quality and effective delivery of Civic and Immigration services at Provincial level. Identify external trends and patterns that will impact the medium and long-term footprint and channel development. Liaise with internal and external bodies/institutions. Serve as a custodian of project management within the Province and ensure project management implementation. Ensure effective development and management of internal service level agreements. Ensure accurate forecasting, budgeting and allocation of resources within the Province. Provide Civic and Immigration Services leadership and strategic direction within the Province. Liaise with Provincial Managers in other Provinces to ensure standardisation of operations and services.

ENQUIRIES:
Mr L T Sigama, Tel No: (012) 402 2167

APPLICATIONS:
Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form.
E-mail: GPrecruitment@da.gov.za (Gauteng)
E-mail: NWrecruitment@da.gov.za (North-West)
E-mail: MPrecruitment@da.gov.za (Mpumalanga)

NOTE:
No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/19:
CHIEF DIRECTOR: FINANCIAL ACCOUNTING
REF NO: HRMC 83/17/4
Branch: Finance and Supply Chain Management

SALARY:
An all-inclusive salary package of R1 127 334 to R1 347 879 per annum (Level 14), structured in terms of the applicable remuneration rules.

CENTRE:
Head Office, Pretoria,

REQUIREMENTS:
An undergraduate qualification in Business Management/ Financial Management at (NQF level 7) as recognised by SAQA. 5 years’ experience at a senior management level within the Financial Management environment, Knowledge of the Constitution of South Africa. In depth knowledge and application of Public Finance Management Act (PFMA) and Treasury Regulation. Knowledge of Payroll, Basic Accounting System (BAS), PERSAL, LOGIS and other Departmental financial systems Knowledge of the Public Service Act (PSA). Knowledge of GRAP/ GAAP, Knowledge of PPPF Act Knowledge of all procurement legislation and regulations Understanding of good corporate governance (King III) All relevant departmental, human resources frameworks and other public service acts, regulations and prescripts, A valid drivers’ licence, willingness to travel extensively and work extended hours is essential.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction to the Chief Directorate Participate in the development of the strategy for the Department Develop, monitor and review business plan for the unit in line with the departmental strategic objectives Manage the overall performance of the unit against the agreed service delivery standards Ensure financial performance targets are set and achieved Responsible for strategic guidance and expert advice in terms of financial accounting and asset management within the department Provide expert advice on the interpretation and implementation of PFMA and TR Monitor and report to the DDG on the performance of the unit against the objectives of the DHA Strategic Plan Manage various strategic projects and programmes identified to meet short, medium and long term objectives of DHA Provide Revenue and Expenditure Management services to the Department Manage and provide financial accounting services to the department Ensure effective management of Revenue by developing and implementing appropriate instructions that provide for identification, collection, recording, reconciliation and safeguarding of revenue Ensure sufficient funds are maintained to ensure the sustainability of DHA Take all precautionary measures to prevent unauthorised, wasteful and fruitless expenditure Ensure that expenditure is managed efficiently and effectively by developing and implementing appropriate process on verification, certification and authorisation Ensure compensation of employees as per the approved staff establishments Provide efficient Financial Reporting function to the Department Ensure that all transactions are supported by original and verifiable source documents Ensure financial accounts are prepared in accordance to the formats prescribed by National Treasury Oversee compilation of Financial Statements, Annual Reports,
Estimates of monthly expenditure and DG’s special monthly report of expenditure
Ensure financial disclosure of revenue expenditure, assets and liability are in
accordance with GRAP and financial reporting framework Ensure the development
and implementation of Financial Management policies, procedures, standards,
systems and practices Ensure effective and efficient implementation of revenue
management practices, policies, systems and procedures Develop effective
internal control measures to ensure efficient execution of operational
processes Ensure prevention and effective loss management processes
Ensure conformance with applicable laws and regulations Facilitate the
development of technical expertise within the unit and keeping abreast of
technical developments Create and build partnerships with various internal and
external (national and international) stakeholders in support of the execution
of the function Ensure effective resource management within the unit
Accountable for the duties as sub-program manager in terms of the Public
Finance Management Act of 1999 and Treasury Regulations Prepare, monitor
and control the annual budget so that expenditure is in line with financial
requirements and the strategy of the unit Ensure accurate forecasting, budgeting
and allocation of resources within the unit Oversee effective management of all
assets within the unit Effective management of external contractors and
suppliers within the unit Effective development and management of internal
service level agreements with other business units Effective management of financial risk management and performance monitoring
Effective management of business risk, resources and continuity Effective
capacity management within the unit to ensure sustained service
delivery Ensure that spending is maximized in line with strategic objective
Monitor and report on the utilization of resources Effective people management
within the unit Effective management of skills development strategies
within the unit Effective talent management within the unit (attraction,
retention, development) Effective and compliant implementation of
performance management within the unit Effective management of grievances, discipline and terminations within the unit lead and direct staff in the
unit so that they are able to meet the objectives set for them Build and foster a
culture of good governance, customer service, honesty, integrity and world class
delivery in the unit Drive a culture of financial diligence and compliance within the
unit Ensure good governance within the unit in line with the PFMA, National
Treasury regulations, King Report and other related legislations Provide leadership
and strategic direction within the unit in identifying policy gaps, determining policy
goals and draft policy documents as needed Effective management of compliance with legislation, regulations, DHA policies and procedures within
the unit. Ensure that the Department complies with financial legislations,
regulations and procedures Ensure compliance with all audit requirements within
the unit Represent the Unit and DHA at strategic, management and other
government forums Ensure the development of quality and risk management
frameworks, standards and practices Draft and submit reports that are required or
delegated by Ministry, DG or other business units Facilitate the implementation
of national norms and standards where applicable Adhere to and promote
statutory prescripts and the Code of Conduct for the Public Service Ensure the
effective standardization of quality standards, practices and procedures across various offices and provinces.

ENQUIRIES: Mr GO Hollamby, Tel No: (012) 406 4377
APPLICATIONS: Quoting the relevant reference number, direct you’re CV, certified copies of
qualifications, driver’s license and ID together with a completed Z83 application
form E-mail: FinanceRecruitment@dha.gov.za
NOTE: No faxed, hand delivered, couriered or posted applications will be accepted
POST 01/20: CHIEF DIRECTOR: APPLICATION MANAGEMENT REF NO: HRMC 83/17/5
Branch: Information Services, Chief Directorate: Applications Management,

SALARY: An All-inclusive package of R1 127 334 to R1 347 897 per annum (Level 14)
structured in terms of the applicable remuneration rules
CENTRE: Head Office: Pretoria
**REQUIREMENTS**

An undergraduate qualification in Bachelor Degree in Information Technology/Computer Science at (NQF level 7) as recognised by SAQA. 5 years’ experience at a senior managerial level in the related field. Knowledge of Public Service Regulatory Framework Sound knowledge and application of the GITO Requirements and Frameworks Knowledge of the State Information Technology Agency Act 88 of 1998 Knowledge of the E government policy framework consultation paper developed by GITO Knowledge of the departmental legislation and prescripts. Extensive experience in managing systems programming, systems administration, Business Analysis, Applications Support and Maintenance and Systems Development environment is required Presentation Skills Business Report Writing Coaching and Facilitating Computer Literacy Traveling and Extended working hours is required.

**DUTIES**

The successful candidate will be responsible for, amongst, others the following specific tasks: Provide strategic leadership and direction in the Chief Directorate. Participate in the development of the strategy for the Department. Ensure the development of the strategic objectives for Applications Management in order to meet the strategic objectives of the department. Ensure the development and implementation of the business plan and the operational plans of the unit. Monitor and report to the DDG on the performance of the unit against the objectives of the DHA Strategic Plan. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function Ensure innovation and service delivery within the Chief Directorate. Develop the corporate application management plan. Oversee effective application system analysis and programming activities for the department. Manage and ensure effective feasibility studies, time and cost estimates and acquisition or designing of new systems. Oversee effective establishment, implementation and maintenance of new or revised application systems and programs Ensure effective resource management within the Chief Directorate. Accountable for the duties as sub-program manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy. Ensure effective management of external contractors and suppliers. Ensure effective development and management of internal service level agreements in conjunction with Legal Services Ensure effective people management within the Chief Directorate. Ensure the implementation of skills development strategy within the unit. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the unit Ensure good governance and compliance within the unit. Provide leadership and strategic direction and identify policy gaps, determining policy goals and draft policy documents. Acquisition and management of IT Assets. Ensure good governance in line with Kings Report and other related legislations, regulations and policies.

**ENQUIRIES**

Head Office: Mr BT Mavuso, Tel No: (012) 406 2805

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: ISrecruitment@dha.gov.za

**NOTE**

No faxed, hand delivered, couriered or posted applications will be accepted

**POST 01/21**

**DISTRICT MANAGER OPERATIONS (4 POSITIONS)**

**SALARY**

An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

**CENTRE**

Kwazulu-Natal: King Cetshwayo and Ilembe REF NO:HRMC 83/17/6

Eastern Cape: OR Tambo REF NO: HRMC 83/17/7

Northern Cape: Siyanda REF NO: HRMC 83/17/8

Limpopo: Waterberg REF NO :HRMC 83/17/9

**REQUIREMENTS**

An undergraduate qualification in Social Science at (NQF level 7) or related field as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience in middle / senior management level in Civic and Immigration services or Operations Management. Knowledge of the Human Resource Plan, relevant legislation and prescripts as well as the Public Service Regulatory Framework. Knowledge and information management skills.
Confidence to make decisions and solve problems. Business report writing skills. Programme and project management skills. Computer literacy. Financial management skills. Communication including presentation skills. Planning and organising, policy development, operations and logistics management skills. Competence in research methodology and analysis. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential. We need a strategic thinker and leader focused on strategy to use his/her influence to lead and manage the overall operations and performance of Civic, Immigration and Support Services.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic and Immigration Services in the District / Metro Municipality in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc). Manage Immigration operations (eg. port of entry, law enforcement, deportations and inspectorate functions). Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government’s Programme of Action (POA). Provide inputs in the development of Civic and Immigration Services strategies. Oversee operations and activities of all local offices and Ports of Entry to meet the needs of the clients in line with the departmental service standards. Overseen the integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development as well as Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and Mobile Offices. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices and Port of Entry (POE) that adhere to set requirements. Serve as a project leader within the District Municipality to ensure effective project management implementation. Identifying policy gaps, provide inputs and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation regulations, DHA policies and procedures within the unit. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal Service Level Agreements. Ensure effective alignment of Civic and Immigration Service’s budget and reporting to the Department’s Strategic Planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro-Municipality. Ensure the delivery of services against the mandates derived from the Government’s Programme of Action (POA). Represent the Province at management and other government forums. Liaise and co-ordinate with
governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder relationships related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Interaction with Provincial and Local government. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Province/District/Metro. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure the management of grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

Eastern Cape: Mr G Mabulu, Tel No: (043) 604 6433 KwaZulu Natal: Mr C Mncwabe, Tel: (033) 845 5038 Northern Cape: Mr A Mvula, Tel: (053) 807 6700 Limpopo: Mr T Matshaya, Tel: (017) 287 2824

APPLICATIONS

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form

E-mail: ECrecruitment@dha.gov.za (Eastern Cape)  
E-Mail: KZNrecruitment@dha.gov.za (KwaZulu-Natal)  
E-Mail: NCrecruitment@dha.gov.za (Northern Cape)  
E-Mail: LIMrecruitment@dha.gov.za (Limpopo)

NOTE

No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/22

DIRECTOR: CHIEF ENTERPRISE ARCHITECT  REF NO: HRMC 83/17/10
Branch: Information Services, Directorate: Enterprise Architecture

SALARY

An all-inclusive salary package of R948 174 to R1 116 918per annum (Level 13), structured in terms of the applicable remuneration rules.

CENTRE

Head Office, Pretoria

REQUIREMENTS

An undergraduate qualification (NQF level 7) in Information Technology as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience in a middle /senior management level in the enterprise architecture environment. TOGAF and COBIT Certificate is mandatory. Knowledge of the GITO requirements and frameworks. Knowledge of the Departmental legislations and prescripts. Knowledge of State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the Public Service Regulatory Framework. 3 – 5 years’ experience in an Enterprise Architecture environment is required. 5 – 7 years’ experience in a management position is required. Extensive experience in information architecture, application architecture or network infrastructure. A valid drivers’ licence and extended working hours is required.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and improvement of IT Governance in the Department. Manage the development of Enterprise Architecture domain to ensure that DHA institutes and sustains a holistic and integrated view of technology standards and solutions. Manage the development of overarching strategy and approach to ensure that DHA’s technology exploitation strategy continues to be relevant and impact to meet the Department’s business goals and strategies. Deliver Technology Advisory and Implementation solutions that extract and maximize business value from IT investments. 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. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the Directorate. Coordinate and monitor the delivery of the business plans against the agreed objectives and timeframes. Report on the performance of the Directorate against the business plan to the CD/DDG. Develop technical expertise within the Directorate and keep abreast of technological advancements. Provide advice and guidance on enterprise architecture matters. Manage the resources within the Directorate in an effective
and efficient manner. Provide inputs into the compilation of the annual budget. Manage the budget and expenditure in line with financial requirements and the Directorate’s objectives. Manage external contractors and suppliers within the Directorate in an effective and efficient manner. Liaise with internal business Directorate to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required within. Ensure effective people management within the Directorate. Ensure that staff is motivated and committed to the vision and goals of the Directorate. Ensure effective talent management within the unit (Attraction, development, retention). Ensure effective management of grievances, discipline and terminations within the unit. Lead and direct staff in the unit so that they are able to meet the objectives set for them. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Directorate. Ensure compliance with all audit requirements within the Directorate.

**ENQUIRIES**

Head Office: Mr BT Mavuso, Tel No: (012) 406 2805

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: ISrecruitment@dha.gov.za

**NOTE**

No faxed, hand delivered, couriered or posted applications will be accepted

**POST 01/23**

DIRECTOR: CENTRAL ADJUDICATION REF NO: HRMC 83/17/11
Branch: Immigration Services, Chief Directorate: Permits

**SALARY**

An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

**CENTRE**

Head Office, Pretoria,

**REQUIREMENTS**

An undergraduate qualification in International Relations / Law/ Social Science at (NQF level 7) as recognised by SAQA. A relevant postgraduate qualification will be an added advantage. 5 years’ experience in an Immigration and Citizenship environment at a middle management level. Knowledge of the Public Service Regulatory Framework, Knowledge of the Public Finance Management Act (PFMA), Knowledge of the South African Constitution, Knowledge and understanding of all relevant Departmental legislation and prescripts. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential.

**DUTIES**

The successful candidate will be responsible for performing the specific tasks: Manage adjudication of temporary residence visas and permanent residence permits. Manage the implementation of the enquiry management system. Manage statistical data and analyse trends from adjudication hubs. Develop and ensure implementation of an appeal system. Advise the Accounting Officer/Executing Authority on appealed cases. Liaise with legal services component on permitting cases. Manage and ensure the implementation of appeals’ outcome. Manage the implementation of a postal receipt system. Manage the implementation of a postal dispatched system. Manage and implement strategic objectives and innovation within the Directorate. Provide strategic direction within the Directorate. Develop the Business Plan for the Directorate and ensure effective prioritisation and resource planning. Co-ordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the Business plan to the Chief Director. Develop professional expertise within the Directorate and keep abreast of stakeholder management trends and new developments. Provide advice and guidance on stakeholder management matters. Ensure the implementation of innovative initiatives within the Directorate. Establish, maintain and ensure a good working relationship with the Department and relevant stakeholders. Establish contact between the Department and a stakeholder. Ensure good and healthy relationship with stakeholders by initiating regular, structured interactions with stakeholders. Liaise with stakeholders on all matters pertaining adjudication matter to the Department. Attend meetings and communicate on a regular basis with various stakeholders. Develop relationships across diverse groups of stakeholders. Establish
connections and be able to network with the other government, relevant clusters, business and civil society. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the Directorate. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with permits. Ensure effective risk and compliance management. Develop and implement governance processes, frameworks and procedures within the Directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies, procedures and circulars within the Directorate. Liaise with all stakeholders within and external to the organisation to ensure accurate implementation of compliance and Regulatory requirements. Ensure compliance with all audit requirements within the Directorate. Represent the Directorate at management and other government forum. Ensure the effective and efficient management of all procurement functions including the asset register. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES: Mr R Marhule Tel No: (012) 406 4591
APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: IMSrecruitment@dha.gov.za
NOTE: No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/24: DIRECTOR: LEARNING PROVISIONING REF NO: HRMC 83/17/12
Branch: Human Resource Management and Development

SALARY: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Pretoria,

REQUIREMENTS: An undergraduate qualification in Human Resource Development/ Industrial Psychology at (NQF level 7) in skills development or related field is required as recognised by SAQA. 5 years’ experience at a middle / senior managerial level in the field of Learning and Development with a proven track record of managing a team Knowledge of the Public Service Act, Public Service Regulations, the Constitution of the Republic of South Africa, the Public Finance Management Act (PFMA) and other applicable legislative frameworks within the Department of Home Affairs An understanding of departmental legislation as well as Human Resources legislation and prescripts Willingness to work extended hours A valid driver’s licence and willingness to travel are essential Registered Assessor and Moderator. Being a registered assessor and moderator will be an added advantage.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific key responsibilities: Manage the delivery of Learning and Development Programmes Manage the provision and facilitation of quality, responsive education and training needs Ensure the delivery of Learning and Development Programmes that are strategic to the Department Develop the business plan for the directorate and ensure effective priorisation and resource planning Provide strategic direction within the directorate Oversee the effective implementation of process and systems enhancement initiatives Co-ordinate and manage relevant projects within the directorate to ensure that projects are implemented to the best practice standards, time, quality and budget Create and build partnerships with various internal stakeholders in order to enhance service delivery Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed Manage the implementation of people management strategies, policies and procedures within the directorate Manage the learning disabilities within the delivery and facilitation of Learning and Development process Manage the Recognition of Prior Learning Processes Ensure effective governance and compliance within the directorate Develop and implement governance processes, frameworks and procedures within the directorate.

ENQUIRIES: Ms N Mohoboko, Tel No: (012) 406 2818
APPLICATIONS : Quoting the relevant reference number, direct you’re CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: HRrecruitment@dha.gov.za

NOTE : No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/25 : DIRECTOR: AIRLINE LIAISON REF NO: HRMC 83/17/13
Branch: Immigration Services, Chief Directorate: Port Control, Directorate: Airline Liaison.

Persons with Disabilities and Female candidates are encouraged to apply

SALARY : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria,

REQUIREMENTS : An undergraduate qualification in Operations Management / Public Administration or related field at (NQF level 7) as recognized by SAQA 5 years’ experience at middle / senior management level in international relations, immigration and a public administration environment Knowledge and understanding of the Constitution of the Republic of South Africa, Public Service Act and Regulations, Public Finance Management Act, Immigration Act, Refugees Act, Departmental legislation as well as Human Resources legislation and prescripts Knowledge and understanding of the International organisations, International Conventions and Regional Agreements applicable in the border environment to which South Africa is a signatory Good corporate governance principles Willingness to work extended working hours Computer literacy A valid driver’s license and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management and provision of strategic direction and leadership to the Directorate Develop and implement strategic and business plan to meet the strategic objectives of the unit Establish an effective network and provide strategic advice and guidance to the aviation and maritime industry on the facilitation of passengers Manage and oversee the effective implementation of processes and systems for advance passenger processing Manage and oversee the completeness and correctness of the register on administrative fines for conveyors who contravened the Immigration Act Manage the administration of the Airline Liaison Officers network Develop identified policies and procedures Coordinate and manage relevant projects Liaise with government stakeholders, industry partners and international organisations to enhance border management Monitor statistics and analyse trends of legal and illegal migration into the Republic of South Africa with a view to mitigate risks and enhance national security Implement policies, procedures, directives, Acts and Regulations Ensure the effective prioritisation and management of resources within the unit Compile and manage the units budget Monitor and report on the performance of the Unit Ensure compliance with Human Resources policies and prescripts Ensure compliance to Financial Prescripts in the management of external contractors and suppliers within the directorate Ensure effective risk and compliance management

ENQUIRIES : Ms R Anker, Tel: (012) 406 4126

APPLICATIONS : Quoting the relevant reference number, direct you’re CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: IMSrecruitment@dha.gov.za.

NOTE : No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/26 : DIRECTOR: PHYSICAL SECURITY REF NO: HRMC 83/17/14
Chief Directorate: Security Services, Branch: Counter Corruption and Security Services

SALARY : An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria,

REQUIREMENTS : An undergraduate qualification in a security related field at (NQF level 7) as recognised by SAQA 5 years’ experience at middle / senior management level in

**DUTIES:**

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of security measures (including security related policies, procedures and standards) across the department. Develop identified policies and procedures in conjunction with the policy and strategy unit. Effectively manage the performance of the directorate against agreed business requirements and targets. Ensure effective and efficient service delivery within the directorate. Co-ordinate and manage relevant projects within the Chief Directorate to ensure that projects are implemented to best practice standards, time, quality and budget. Create and build partnerships with various internal stakeholders in order to enhance service delivery. Establish appropriate agreements and strategic alliances with law enforcement agencies to ensure rapid deployment of law enforcement officers to various DHA offices when required. Ensure adequate availability of trained officers to address physical security risks and compliance. Develop and monitor the implementation of standard operating procedures protecting DHA employees and assets, ensuring a safe environment and optimum security of assets, services and information. Identify and implement mitigation measures of security risks and threats to DHA. Ensure continuous re-engineering of security approaches, processes and procedures. Ensure that breaches of security are investigated and corrective measures are implemented. Develop the business plan for the directorate and ensure effective implementation, prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Provide strategic advice and guidance on security measures and best practice aspects and matters. Manage the implementation of people management strategies, policies and procedures within the security services. Monitor and report on the utilization of equipments. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Unit is adequately staffed. Ensure that budget spending is maximized in line with strategic objective. Agree on the training and development needs of the directorate and ensure that these are acted on. Ensure appropriate security technical knowledge and support, capabilities and skills of staff within the directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Develop and implement governance processes, frameworks and procedures within the directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Represent the directorate at management and other government forums. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the directorate.

**ENQUIRIES:**

Mr S Hancock, Tel: (012) 406 4336
APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-mail: CCrecruitment@dha.gov.za

NOTE: No faxed, hand delivered, couriered or posted applications will be accepted.

POST 01/27: DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HRMC 83/17/15


SALARY: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured in terms of the applicable remuneration rules.

REQUIREMENTS: An undergraduate qualification in Management Services (Organisational Development) / Industrial Psychology or any other related social science studies at (NQF level 7) as recognised by SAQA. 5 years’ experience in middle / senior management level in the field of Human Resources environment. Experience in a management position with a proven track record of managing a team. Knowledge of Organisational Development, Design, and expertise in Organisational (re) structuring and Business Process Improvement. Knowledge of Organisational Change Management processes. Extensive knowledge, understanding, implementation of Public Service Policy and Legislative Framework. A valid driver’s licence, willingness to travel and working extended hours are essential.

DUTIES: The successful candidate will be responsible for the following specific areas: Manage the Design of the Department of Home Affairs with particular reference to managing the development, implementation and maintenance of the organisational structure and post establishment. Determine staffing ratios, identify and analyse end to end Business Processes and recommend improvement. Provide guidance and support to the team, coordinate and monitor delivery against the strategic, business and operational plans and ensure adherence to agreed objectives and timeframes. Manage the grading of jobs within the DHA through the Job Evaluation processes to ensure equal pay for work of equal value through the prescribed JE System. Translate organisational functions into implementable actions through the development of job profiles and job descriptions. Introduce innovative ways of doing business and improvement in work practices, methods and procedures. Provide strategic support to the DHA on Organisational Development matters and report to EXCO and senior management when required. Conduct research to keep abreast with latest developments in the field and benchmark against best practices. Produce quality reports and submit to relevant structures as required. Identify and manage projects in order to achieve strategic and operational objectives. Manage Human and Financial Resources in line with relevant policies, guidelines and procedures. Design systems to ensure effective governance and compliance with the relevant prescripts. Ensure effective risk and compliance Management.

ENQUIRIES: Mr T Nkosi, Tel: (012) 406 4099

APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form E-Mail: HRrecruitment@dha.gov.za

NOTE: No faxed, hand delivered, couriered or posted applications will be accepted.
DEPARTMENT OF MINERAL RESOURCES

ANNEXURE C

APPLICATIONS :
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 :
19 January 2018

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.

OTHER POSTS

POST 01/28 :
ASSISTANT DIRECTOR: PAYROLL AND ALLOWANCES DMR/17/0062

SALARY :
R 334 545 per annum (Level 09)

CENTRE :
Head Office (Pretoria)

REQUIREMENTS :
An appropriate Degree or National Diploma in Accounting/ Finance/Cost Management/Auditing coupled with 3 years’ relevant experience PLUS the following key competencies: Knowledge: Basic Accounting System(BAS), Personnel and Salary Administration(PERSAL), Public Finance Management Act(PFMA), Treasury Regulations(TR) and other relevant legislation. Skills: Good Interpersonal skills, Computer literate on Excel, Word, and Power Point. Communication: Verbal and Written and ability to communicate at all levels. Creativity: Problem Solving, Innovative and able to work under pressure.

DUTIES :
Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS, reconciliation of book out register, clearing exceptions on BA, monitor ACB limits, create and activate users on PERSAL (salary Syscon functions), co-ordinate and respond to internal and external auditors, monitor the cleaning of suspense accounts, monitor monthly bi annual and annual Tax reconciliation, supervise and develop staff.

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

ENQUIRIES :
Mr Gideon Tshivhase 012 444 3092

POST 01/29 :
BUDGET ANALYST DMR/17/0063

SALARY :
R334 545 per annum (Level 09)

CENTRE :
Head Office (Pretoria)

REQUIREMENTS :
A Bachelor’s Degree or National Diploma in Accounting/ Auditing/Finance/Cost and Management coupled with 3 years’ relevant experience PLUS the following key competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedures. Financial and Transversal systems used by Government Institutions, (BAS and PERSAL). Financial Planning and Costing of departmental strategic plan. Skills: Problem solving, Initiative, Management and Organisational

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skills and a fast learner. Communication: Excellent interpersonal skills, Report Writing and Presentation skills. Creativity: Analytical and Innovative skills. Attention to detail.

**DUTIES**

Compile, analyse and submit budget documents for both Department and Public Entities during the annual budget processes (MTEF, ENE, AENE, Cabinet Memos, Virement and Rollovers. Handle all enquiries relating to budget issues. Assisting Programme and Responsibility Managers in costing strategic initiatives of the branch and translate them into spending plan, prepare monthly cash flow and advice thereof. Coordinate and assist the Programme Managers in compiling reasons and remedial steps for variance on project monthly drawings versus actual expenditure (IYM). Attend the respective responsibilities and programmes management, finance and operational meetings and provide financial advice. Provide budget and financial advice to Programmes and Responsibility Managers in terms of PFMA, Treasury Regulations and Treasury Guidelines. Conduct workshops to relevant Programme and Responsibility Managers regarding budget processes. Supervise and develop staff.

**NOTE**

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

**ENQUIRIES**

Mr Vhonani Mukhathi ☎ 012 444 3370

**POST 01/30**

**STATE ACCOUNTANT: PAYROLL AND ALLOWANCES DMR/17/0064**

**SALARY**

R 281 418 per annum (Level 8)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

An appropriate Degree or National Diploma in Accounting/Auditing/Cost Management/ Finance related field couples with a minimum of 3 years relevant experience PLUS the following key competencies: Knowledge: Basic Accounting System(BAS), Personnel and Salary Administration(PERSAL), Public Finance Management Act(PFMA), Treasury Regulations(TR) and other relevant legislation. Skills: Good Interpersonal skills, Computer literate on Excel, Word, and Power Point. Communication: Good verbal and written communication skills and the ability to communicate at all levels. Creativity: Problem solving skills, Innovative and able to work under pressure.

**DUTIES**

Review and approve transactions on BAS and PERSAL, monitor the payroll certification, Review and adjust ACB limit, clearing the suspense accounts. Approve journals on BAS, compile the compliance certificate, compile the book out register, compile the monthly, bi annual and annual, Tax Reconciliation, approve safetyweb transactions, attend to auditor’s requests, and supervise the subordinates.

**NOTE**

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

**ENQUIRIES**

Mr Gideon Tshivhase ☎ 012 444 3092
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 26 January 2018, 15h45.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. 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. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 01/31: DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM

REF NO: D/PSMES/01/18

SALARY: All-inclusive remuneration package of R948 174 – R1 116 918 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor’s Degree (new NQF level 7) in Social Sciences, Public Administration or Public Management. A post graduate qualification in the above-mentioned fields or Information Systems or Statistics, data processing and analysis would be an added advantage. A minimum of 5 years’ experience at a Middle/Senior Management level. Knowledge of Public Service regulatory framework that pertains to the values and principles governing public administration. Minimum of 5 year’s proven experience in research, monitoring and evaluation, policy analysis, management consulting, evaluation of public administration and management practices and organisational performance improvement. Ability to source, analyse and summarise complex data and other evidence on the performance of the public service. Proven and tested experience in designing complex spreadsheet reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good management skills [CV should
DUTIES: Design and implement a programme of evaluating the performance of departments against the values and principles in Section 195 of the Constitution. Undertake large quantitative analysis of the performance of the public service using indicators and standards for each of the principles in Section 195 of the Constitution. Design assessment tools, reporting formats and data tables for such evaluations. Maintain a data warehouse, sourcing data from PSC in-house source systems as well as from sources across the public service. Identify trends in the performance of the public service and diagnose underlying causes of poor performance. Ensure regular update, completeness and quality of data. Lead the development and production of narrative as well as visualisation reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools. Manage the unit responsible for this function.

ENQUIRIES: Mr Kobus Van der Merwe TEL NO: (012) 352 1018

OTHER POSTS

POST 01/32: DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/01/18

SALARY: All-inclusive remuneration package of R779 295 - R917 970 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Degree (New NQF Level 6 or 7) in Social Sciences / Public Administration / Public Management. Post graduate qualification in the above-mentioned fields or Information Systems or Statistics will be an added advantage. 3-5 years’ experience at Supervisory level in research, monitoring and evaluation, policy analysis, management consulting, evaluation of public administration and management practices and organisational performance improvement. Experience and knowledge of the public service monitoring and Evaluation systems. Knowledge of public service regulatory frameworks that pertain to the values and principles governing public administration. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. [Candidate should submit a piece of his/ her own writing, excluding writing submitted for degree purposes, with his/her CV.] Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other data base and BI tools will be an added advantage. A valid driver’s license and willingness to travel.

DUTIES: Evaluate the performance of the public service using indicators and standards for each of the principles in Section 195 of the Constitution. Contribute to the development of the PSC’s quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/ data base sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regular update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualisation reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.
ENQUIRIES : Mr Kobus Van der Merwe TEL NO: (012) 352 1018

POST 01/33 : ASSISTANT DIRECTOR: NORTH WEST PROVINCIAL OFFICE REF NO: ASD/NWPO/01/18

SALARY : R417 552 - R491 847 per annum (Level 10) (excluding benefits)
CENTRE : North West Provincial Office, Mahikeng
REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources. 2-3 years’ experience as a State Administrative Officer or equivalent experience in a related field, including in the private sector. Experience in conducting Research, Monitoring & Evaluations, and promotion of Professional Ethics and management of conflict of interests. knowledge of investigation of Complaints/Grievances; Knowledge of the Public Service Act, Public Service Regulations, Public Service Commission Act and other related Public Service prescripts. Computer skills in Microsoft Office package: Word, Excel, PowerPoint and Outlook. Report writing and verbal communication skills; project management skills as well as presentation skills. Commitment to working under sustained pressure and be self-motivated. Be a self-starter and show initiative. Ability to work independently and in matrix teams. A valid driver’s license and willingness to travel.

DUTIES : Provide support to Deputy Directors in carrying out research monitoring and evaluation projects. Provide support in the development of research and monitoring instruments. Assist in the Promotion of professional ethics and management conflict of interest in the province. Conduct Public Administration and Labour Relations related investigations. Develop research project proposals and costing of the projects using available instruments. Use Excel spreadsheet and other statistical software packages in the analysis of data. Conduct service delivery inspections at identified sites. Analyze evidence/data and draft cogent reports emanating from the data. Analyze evidence/data and draft cogent reports emanating from the data. Draft memoranda emanating from key performance areas. Draft submissions with reasoning and make findings. Draft submissions with reasoning and make findings. Carry out additional duties and functions relating to the PSC mandate as assigned by the Provincial Director.

ENQUIRIES : Mr Bully Sedibe TEL NO: 018 384 1000

POST 01/34 : ASSISTANT DIRECTOR: ACQUISITION AND LOGISTICS MANAGEMENT REF NO: ASD/ALM/01/18

SALARY : R334 545 - R404 121 per annum (Level 9) (excluding benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Logistics, Supply Chain Management or equivalent qualification. 2-3 years’ experience in Supply Chain Management. Good understanding of supply chain management legislations and procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Good analytical, planning, organising, teambuilding, facilitation skills. Computer utilisation/ literacy (MS Office: Word, MS Excel, etc.) and LOGIS experience are essential. Must have the ability to communicate effectively and tactfully with diverse people including Staff and Office of the Public Service Commission’s (OPSC) stakeholders. A valid driver’s license and willingness to travel.

DUTIES : Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Logistics Management i.e. monitoring of the ordering, receipt and storing of stationery and printing consumables. Processing of Payments i.e. placement of orders, and payments within delegated powers, pre-authorisation of payments. Rendering LOGIS Support; supervising officials in the Supply Chain Management unit.
ENQUIRIES : Ms Adri Coetzer TEL NO: (012) 352 1111
NOTE: Only the attached application form will be accepted. All instructions on the application form must be adhered to; failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. Comprehensive Curriculum Vitae must be submitted together with the application form Certified copies of an applicant’s Identity Document, Senior Certificate (Grade 12) and relevant educational qualifications obtained. Applications must be mailed timely. Late applications will not be accepted or considered. If a candidate is shortlisted it can be expected for him/her to undergo a personal interview as well as a practical assessment. All shortlisted candidates will be subjected to fingerprint screening. A stipend will be paid according to proof of relevant qualification. Before you apply: All costs associated with an application will be borne by the applicant. The South African Police Service gives the opportunity of Internship programme. The Department take provision for interns to be placed for twelve (12) months Internship Programme, focusing on youth development in support of the Skills Development Act, 1998 (Act No. 97 of 1998), the Youth Development Policy, and the SAPS Human Resource Development Strategy. It is our intention to promote representivity in respect of race, gender and disability through the filling of these Programme. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Indicate the reference number and position you are applying for on your Internship Application Form. Note: Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three Weeks of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. Internship Application Form must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send complete application for post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and DUTIES. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date and time. All shortlisted candidates will be subjected to the interview and assessment in compliance with the DPSA directive on the implementation

OTHER POSTS

POST 01/35 : GRAPHIC DESIGNER INTERN (2 POSTS) REF: MISP1/2017HRD AND ETDCDP1/2017 HRD
Division: Human Resource Development: Head office Pretoria

SALARY : R4000 to R7000 per month (12 months Stipend)
CENTER : ETD Operational Support
REQUIREMENTS : Be in possession of a National Diploma/Degree in Graphic Designing or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Establishing and maintain professional graphic support to the Division Human Resource Development Perform general administrative functions for the Section
Management Information & Strategic Planning

Render assistance to events within the Division Human Resource Development

ENQUIRIES
Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POST 01/36
SOUND ENGINEERING INTERN (1 POST) REF: MISP2/2017HRD
Division: Human Resource Development: Head office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

REQUIREMENTS
Be in possession of a National Diploma/Degree in Music Technology/Arts or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES
Manage and administration of technical audio-visual support service Manage the provision of support in the maintenance of audio-visual equipment’s for events nationally and Division HRD Administer proper utilisation of resources allocated to the post environment

ENQUIRIES
Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POST 01/37
SOUND ENGINEERING INTERN REF: MISP2/2017HRD
Division: Human Resource Development: Head Office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

REQUIREMENTS
Be in possession of a National Diploma/Degree in Music Technology/Arts or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES
Core Functions Manage and administration of technical audio-visual support service manage the provision of support in the maintenance of audio-visual equipment’s for events nationally and Division HRD Administer proper utilisation of resources allocated to the post environment

ENQUIRIES
Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POSTN 01/38
EVENTS MANAGEMENT & STRATEGIC PLANNING INTERN REF: MISP3/2017HRD
Division: Human Resource Development: Head office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

REQUIREMENTS
Be in possession of a National Diploma/Degree in Event Management or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Organise in consultation with the events coordinator and the event planning committee. Manage the provision of support in the maintenance of audio-visual equipment for events nationally and Division HRD. Administer proper utilisation of resources allocated to the environment. Monitor and evaluate the Annual Performance Plan and handling of the monthly feedback and reports. Administration on the Training Administration System and related correspondence.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.

APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/39: DEMAND MANAGEMENT INTERN REF: AFM5/2017 HRD
Division: Human Resource Development: Head office Pretoria

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

DUTIES: Core Functions. Administer all current needs for equipment via resource plan. Establish a database for all National Transversal Term contract and a specific period of contract. Conduct industry and commodity analysis in respective of required goods and services.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.
APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/40: DEMAND MANAGEMENT INTERN REF: AFM5/2017 HRD
Division: Human Resource Development: Head office Pretoria

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

DUTIES: Core Functions. Administer all current needs for equipment via resource plan. Establish a database for all National Transversal Term contract and a specific period of contract. Conduct industry and commodity analysis in respective of required goods and services.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.
APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/41: SUPPLY CHAIN MANAGEMENT INTERN (2 POSTS) REF: AFM6/2017 HRD
Division: Human Resource Development: Head office Pretoria

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: ETD Operational Support
REQUIREMENTS: Be in possession of a Senior Certificate/N6/National Diploma in Supply Chain Management / Computer Literacy or equivalent qualification. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
Applicants must be residents of the province where the post is advertised
Applicants are restricted to apply for 3 positions only

DUTIES
Core Functions
- Arrange all travelling and accommodation bookings for all Senior Management and personnel including external candidates
- Administer the acquisition process for training academies and the Division Human Resource Development
- Ensure the maintenance of assets registered in respect of movable Government property

ENQUIRIES
Captain Arries Tel no. (012) 334 3551
CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POST 01/42
FINANCIAL MANAGEMENT INTERN REF: AFM7/2017 HRD
Division: Human Resource Development: Head Office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

REQUIREMENTS
Be in possession of a National Diploma/Degree Finance Accounting or equivalent qualification
Must be between ages 18 – 35
Be a South African citizen
Must have no criminal record
Applicants must be unemployed and never participated in an internship programme previously
Applicants must be residents of the province where the post is advertised
Applicants are restricted to apply for 3 positions only

DUTIES
Core Functions
- Manage the Training Provisioning Plan
- Administer functions regarding training intervention
- Capture allowances

ENQUIRIES
Captain Arries Tel no. (012) 334 3551
CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POST 01/43
FINANCIAL MANAGEMENT INTERN (2 POSTS) REF: AFM8/2017 HRD
Division: Human Resource Development: Head Office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

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

DUTIES
Core Functions
- Deal with claims and supplier payments
- Coordinate telephone management
- Conduct Financial administration. Capture Sunday times

ENQUIRIES
Captain Arries Tel no. (012) 334 3551
CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS
Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE
12 January 2018 at 16:00.

POST 01/44
LABOUR RELATION INTERN REF: HRM9/2017 HRD
Division: Human Resource Development: Head Office Pretoria

SALARY
R4000 to R7000 per month (12 months Stipend)

CENTER
ETD Operational Support

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

DUTIES
Core Functions
- Manage effective labour engagement and collective agreements between the South African Police Service and recognised employee labour organisations
- Manage grievances brought for joint Grievance Resolution Team
and arrange dates for the sitting of the JGRT meetings. Facilitate advisory session to management regarding labour matters.

**ENQUIRIES**: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**: 12 January 2018 at 16:00.

**POST 01/45**: HUMAN RESOURCE MANAGEMENT INTERN (2 POSTS) REF: HRM10/2017

**HRD**

Division: Human Resource Development: Head office Pretoria

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

**CENTER**: ETD Operational Support

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

**DUTIES**: Core Functions Receive and register discipline files for the Division dealing with incoming and outgoing correspondence Complete SAPS 172 (b) for fines and suspension and capture information on Persal system Make photo copies, keeping the register up to date and handle telephone enquiries

**ENQUIRIES**: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**: 12 January 2018 at 16:00.

**POST 01/46**: ADMINISTRATION CLERK INTERN REF: CDS11/2017

**HRD**

Division: Human Resource Development: Head office Pretoria

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

**CENTER**: ETD Curriculum Development & Standards

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

**DUTIES**: Core Functions Conduct administration of files maintaining of outgoing and incoming correspondence. Register and maintain the database dealing with telephone inquiries assist with the dairy of the Component head

**ENQUIRIES**: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**: 12 January 2018 at 16:00.

**POST 01/47**: ADMINISTRATION CLERK INTERN (2 POSTS) REF: PS12/2017

**HRD**

Division: Human Resource Development: Head office Pretoria

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

**CENTER**: ETD Curriculum Development & Standards

**REQUIREMENTS**: Be in possession of a Senior Certificate/ Computer Literacy/ Diploma Office Management or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
**DUTIES**


**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.

**POST 01/48**

**RESEARCH INTERN REF: RQM13/2017 HRD**
Division: Human Resource Development: Head office Pretoria

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

ETD Curriculum Development & Standards

**REQUIREMENTS**

Be in possession of a Degree in Policing/Human Resource Management/Public Administration or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Core Functions Provide administrative functions in the office of Research & Quality Management Monitor the implementation of the research project intents. Capture and update the database on the explicit policing knowledge assets and repository.

**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.

**POST 01/49**

**LANGUAGE PRACTITIONER INTERN REF: ETDCDP14/2017 HRD**
Division: Human Resource Development: Head office Pretoria

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

ETD Curriculum Development & Standards

**REQUIREMENTS**

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

**DUTIES**

Core Functions Translate, edit, interpret and transcribe Learning Programmes Assist in administration and manage document in the office of the Head ETD Curriculum Development Policing.

**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.

**POST 01/50**

**ADMINISTRATION CLERK INTERN (9 POSTS) REF: SD13/2017 HRD**
Division: Human Resource Development: Head office Pretoria

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

ETD Curriculum Development & Standards

**REQUIREMENTS**

Be in possession of a Senior Certificate/N6/National Office Management & Technology/Administration/ Public Admin or equivalent qualification. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Conduct administration of files maintain of outgoing and incoming correspondence. Register and maintain the database dealing with telephone inquiries assist with the diary of the office of the Section Head.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.

APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/51: SPORT MANAGEMENT INTERN REF: SRM14/2017 HRD
Division Human Resource Development: Head office Pretoria

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

CENTER: Basic Police Development

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

DUTIES: Core Functions. Perform administration functions regarding physical fitness maintenance. Compile and consolidate reports. Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance. Update and maintain administration filing systems. Compile and consolidate reports.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.

APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/52: PROVISIONING ADMIN CLERK INTERN REF: BPD16/2017 HRD
Division Human Resource Development: Head office Pretoria

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

CENTER: Basic Police Development

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

DUTIES: Core Functions. Perform administration functions regarding physical fitness maintenance. Compile and consolidate reports. Arrange and coordinate venues, accommodation and travelling for physical fitness maintenance. Update and maintain administration filing systems. Compile and consolidate reports.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.

APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.

POST 01/53: ADMINISTRATION CLERK INTERN REF: BPD17/2017 HRD
Division Human Resource Development: Head office Pretoria

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

CENTER: Basic Police Development

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

DUTIES: Core Functions. Perform administration functions within the Component Basic Policing Development. Perform typing functions and compile reports. Update and maintain administration filing systems.

ENQUIRIES: Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699.

APPLICATIONS: Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries).

CLOSING DATE: 12 January 2018 at 16:00.
ENQUIRIES : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699
APPLICATIONS : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)
CLOSING DATE : 12 January 2018 at 16:00.
POST 01/54 : SUPPLY CHAIN MANAGEMENT INTERN 28 POSTS
Division Human Resource Development: Academies
SALARY : R4000 to R7000 per month (12 months Stipend)
CENTER : SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)
SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)
SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)
SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)
SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)
SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)
SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)
SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)
SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)
SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)
SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)
SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)
SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)
SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)
REQUIREMENTS : Be in possession of a National Diploma/Degree Logistics or equivalent qualification
Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES : Core Functions Render physical duties pertaining to supply chain management accounting Perform loss control related tasks render administrative duties pertaining to supply chain management MGP Ensure the maintenance of assets registered in respect of movable Government property
ENQUIRIES : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699
APPLICATIONS : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)
CLOSING DATE : 12 January 2018 at 16:00.
POST 01/55 : HOSPITALITY MANAGEMENT INTERN 28 POSTS
Division Human Resource Development: Academies
SALARY : R4000 to R7000 per month (12 months Stipend)
CENTER : SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)
SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)
SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)
SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)
SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)
SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)
SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)
SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)
SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)
SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)
SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)
SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)
SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)
SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)
REQUIREMENTS : Be in possession Senior Certificate N6/ND Hospitality Management Computer Literacy or equivalent qualification Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
**DUTIES**

Core Functions

Planning and preparation of food. *Cleaning of the kitchen accessories and servicing of meals*

**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.

**POST 01/56**

**MUSICIAN INTERN (3 POSTS)** REF NUMBER CD19/2017 HRD

Division Human Resource Development

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

Basic Police Development

**REQUIREMENTS**

Be in possession of a Senior Certificate/NQF 6/Diploma in Music or equivalent qualification must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Core Functions

perform as an individual on a primary and secondary instrument as a musician with a band or any other group. Participate in practising and rehearsals with a band or group maintain allocated instruments and equipment. Pack, load, unpack and unload musical instruments, equipment and sheet music comply with SAPS Directives

**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.

**POST 01/57**

**ADMINISTRATION CLERK INTERN 28 POSTS**

Division Human Resource Development: Academies

**SALARY**

R4000 to R7000 per month (12 months Stipend)

**CENTER**

SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)
SAPS Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)
SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)
SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 posts)
SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)
SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)
SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)
SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)
SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)
SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)
SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)
SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)
SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)
SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

**REQUIREMENTS**

Be in possession of a Senior Certificate/N6/National Office Management & Technology/Administration/ Public Admin or equivalent qualification must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

**DUTIES**

Core Functions

Conduct Administration of files maintain of outgoing and incoming correspondences Register and maintain the database dealing with telephone inquiries assist with the diary of the office for Section Head Perform typing functions and compile reports. Update and maintain administration filling systems

**ENQUIRIES**

Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

**APPLICATIONS**

Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

**CLOSING DATE**

12 January 2018 at 16:00.
POST 01/58: COMMUNICATION INTERN REF: MI/01/2017
Division management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Head Office, Pretoria, Gauteng
REQUIREMENTS: Be in possession of a Diploma/ Degree in Journalism/Public Relations. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Coordinate the rendering of excellent media coverage and relations building on core police functions of the SAPS Coordinate the establishment and maintenance of an international media network using existing mediums of communication. Administer the preparation and publishing of audio visual material. Ensure the provision of assistance and guidance to film, television institutions and social media platforms
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018

POST 01/59: HUMAN RESOURCE UTILIZATION INTERN (2 POSTS) REF: MI/02/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Head Office, Pretoria, Gauteng
REQUIREMENTS: Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Coordinate and monitor the implementation of Performance Management functions within the Division. Administer and facilitate labour engagements and ensure the correct implementation of equity policies.
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00

POST 01/60: PERSONNEL MANAGEMENT INTERN (4 POSTS) REF: MI/03/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Head Office, Pretoria, Gauteng
REQUIREMENTS: Be in a possession of a Diploma or Degree in Human Resource Management, Labour Relations, Public Administration or Industrial or Organisational Psychology. Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Administer all medical aid related matters within the Division. Administer Service terminations Administer Discipline related matters Administer absenteeism
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00
POST 01/61: FINANCE AND ADMINISTRATION INTERN (2 POSTS) REF: MI/05/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Head Office, Pretoria, Gauteng
REQUIREMENTS: Be in possession of a Diploma or Degree in Financial Management, Cost and Management Accounting or Public Administration. Must be between ages 18 – 35 Be a South African citizen *Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Manage budget, all itineraries and claims render financial administration support Maintain the station revenue fund and administer advances and claims.
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00

POST 01/62: FINANCE AND ADMINISTRATION INTERN (2 POSTS) REF: MI/06/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Head Office, Pretoria, Gauteng
REQUIREMENTS: Be in possession of a Diploma or Degree in Public Administration, Office Management or Records Management Must be between ages 18 – 35 Be a South African citizen Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Organise and maintain a filing system Opening and closing of files*Assist staff by keeping all personnel files and records up to date Maintain file register, draft letters and provide front desk customer services to internal staff
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00

POST 01/63: ADMINISTRATIVE INTERN (1 POST) REF: MI/07/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Provincial Office, Free State, Bloemfontein
REQUIREMENTS: Be in a possession of a Diploma of Degree in Public Administration or Office AdministrationMust be between ages 18 – 35 Be a South African citizen *Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only
DUTIES: Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents Dispatch and distribute post Provide a reference service for officially registered files and other documentation*Attend and deal with telephone and other related enquiries*Diarise/records and maintain bring forward system
ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00
POST 01/64: ADMINISTRATIVE INTERN (1 POST) REF: MI/08/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Provincial Office, Limpopo
REQUIREMENTS: Be in possession of a Diploma of Degree in Public Administration or Office Administration
Must be between ages 18 – 35
Be a South African citizen
Must have no criminal record
Applicants must be unemployed and never participated in an internship programme previously
Applicants must be residents of the province where the post is advertised
Applicants are restricted to apply for 3 positions only

DUTIES: Core Functions
Receive and record incoming and internal posts/correspondence
Categorize and classify documents
Dispatch and distribute post
Provide a reference service for officially registered files and other documentation
Attend and deal with telephone and other related enquiries
Diarise/records and maintain bring forward system

ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001
Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00

POST 01/65: ADMINISTRATIVE INTERN (1 POST) REF: MI/09/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Eastern Cape, King Williams Town
REQUIREMENTS: Be in possession of a Diploma of Degree in Public Administration or Office Administration
Must be between ages 18 – 35
Be a South African citizen
Must have no criminal record
Applicants must be unemployed and never participated in an internship programme previously
Applicants must be residents of the province where the post is advertised
Applicants are restricted to apply for 3 positions only

DUTIES: Core Functions
Receive and record incoming and internal posts/correspondence
Categorize and classify documents
Dispatch and distribute post
Provide a reference service for officially registered files and other documentation
Attend and deal with telephone and other related enquiries
Diarise/records and maintain bring forward system

ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001
Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00

POST 01/66: ADMINISTRATIVE INTERN (1 POST) REF: MI/10/2017
Division Management Intervention

SALARY: R4000 to R7000 per month (12 months Stipend)
CENTER: Provincial Office Western Cape, Capetown
REQUIREMENTS: Be in possession of a Diploma of Degree in Public Administration or Office Administration
Must be between ages 18 – 35
Be a South African citizen
Must have no criminal record
Applicants must be unemployed and never participated in an internship programme previously
Applicants must be residents of the province where the post is advertised
Applicants are restricted to apply for 3 positions only

DUTIES: Core Functions
Receive and record incoming and internal posts/correspondence
Categorize and classify documents
Dispatch and distribute post
Provide a reference service for officially registered files and other documentation
Attend and deal with telephone and other related enquiries
Diarise/records and maintain bring forward system

ENQUIRIES: Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246
APPLICATIONS: Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001
Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)
CLOSING DATE: 12 January 2018 at 16:00
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an Equal Opportunity Department and the Department’s Intention Is to Promote Equity through the Filling of These Posts.

APPLICATIONS

Please forward your application, quoting the relevant reference number to the Department of Telecommunications and Postal Services, iPanoli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street) for attention: Ms Louisa Kgang/Ms Tania Beukes/Mr Apiwe Kuse.

NOTE

Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will not be considered. If applying for more than one position, all applications must be on separate application forms. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

CLOSING DATE

19 January 2018

OTHER POSTS

POST 01/67

ASSISTANT DIRECTOR: BOOKKEEPING

SALARY

A basic salary of R334 545 per annum

CENTRE

Pretoria, Hatfield
**REQUIREMENTS**

A relevant three year tertiary qualification at NQF level 6, as recognized by SAQA. 3-5 years’ experience in an Accounting environment of which at least 2 years should have been in the Bookkeeping environment. Skills and Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, Finance policies, prescripts and practices, Accounting standards and systems in government, SCM policies and procedures, techniques and practices of PERSAL, SAFETYWEB, LOGIS and BAS utilization. Principles and practice of accounting. Good communication skills (both written and verbal), job knowledge, numerical, analytical, problem solving, financial management, team work, planning and execution.

**DUTIES**

The successful candidate will monitor and maintain sound bookkeeping and reporting on all revenues and expenditure in accordance with all relevant prescripts. To perform month-end and year-end closure functions on the financial system for reporting on income, expenditure, assets and liabilities and compliance purposes. Reconcile and report on assets and liabilities accounts in the trial balance in order to comply with the PFMA, and treasury regulations. Interact with relevant stakeholders (banks, internal customers, line managers and external customers) for internal control purposes and compliance. Provide accurate and reliable information for the compilation of financial statements and reporting purposes. Act as an assistant system controller for the BAS system to ensure that access to all BAS users is maintained. Check and authorize correction journals and ensure correct allocation and compliance with the PFMA and treasury regulations. Compile and submit accurate reports (monthly, quarterly and yearly) to the National Treasury for purposes of compliance.

**ENQUIRIES**

Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006 /Mr Apiwe Kuse (012) 421 7076
APPLICATIONS: Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Mrs L Mabole

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.

CLOSING DATE: 26 January 2018 Time: 16h00

MANAGEMENT ECHELON

POST 01/68: CHAIRPERSON OF THE EXECUTIVE RISK MANAGEMENT COMMITTEE (3 YEAR CONTRACT) – REF NO: 260118/01
SALARY: An appointed member will be remunerated according to the scales approved by the National Treasury, determined on an hourly or daily basis. All other refundable expenses are based on the National Treasury Guidelines.

CENTRE: Pretoria

REQUIREMENTS: A minimum of a Bachelor's Degree and a Post-Graduate Degree in Auditing or Risk Management, with more than 10 years management experience gained from an Audit/Financial or Risk Management environment. Term of Appointment Must be an independent external person, with extensive knowledge and experience in Risk Management, the Public Finance Management Act, Treasury Regulations, ISO31000, King IV, the COSO Risk Management Framework as well as the National Treasury Public Sector Risk Management Framework. Must have previously served on Risk Management and or Audit Committees. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in the Public or Private Sector.

DUTIES: The incumbent’s main duties will be to: Ensure that Executive Risk Management Committee (ERMC) functions properly. Provide oversight on the review and monitoring of the implementation of risk management framework, policy, charter and strategy within the Department. Advise management and the Accounting Officer on risk management at an organisational level. Represent the Department in respect of all Enterprise Risk Management- related matters as delegated by the Accounting Officer. Provide guidance on the integration of risk management into planning, monitoring and reporting processes. Ensure that the department’s risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk registers. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels and anti-fraud measures. Provide Risk Management Reports to the Accounting Officer and the Audit Committee on a quarterly basis. Perform any other duties to the members of the Executive Risk Management Committee as specified in the terms of reference/charter. Report annually to the Executive Authority through the Audit and Risk Committee. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee’s recommendations to address such issues. Management of the Committee. Take all reasonable steps to ensure the Committee fulfils its obligation and responsibilities. Calling and chairing quarterly meetings and special meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain an ethical and responsible decision-making framework at committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decisions. Running Of Meetings Set the agenda of each committee meeting; Chair the meeting of the ERMC, take all reasonable steps to encourage participation of all the committee members in the committee meetings and to facilitate free and constructive discussion; and Maintain a good working relationship with the Secretariat to ensure that tasks which were to be completed between meetings are completed. This is not a full time appointment/position. Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Executive Risk management Committee has four statutory meetings per annum and additional meetings may be convened as deemed necessary. The Chairperson may not serve more than two terms.

NOTE: In terms of Section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Water and Sanitation requires the services of a qualified and interested person to serve as the Chairperson of the Department's Executive Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Wide Risk Management (EWRM) in fulfilling its mandate as required by the PFMA.

ENQUIRIES: Mr Chris Du Preez: Telephone number (012) 336 6506

POST 01/69: CHIEF DIRECTOR: SUPPORT SERVICES REF NO: 260118/02 OFFICE OF THE DIRECTOR-GENERAL

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

REQUIREMENTS:
A Bachelor's degree in Public Administration / Social Sciences/ Natural Sciences/ Business Sciences (NQF 7). Five years' experience at a senior managerial level. Five to eight years' experience within the Public Service particularly in the Water Sector. Knowledge of the Water Sector including relevant governing legislation. Working experience in high level government offices such as the Office of the Director-General and Office of the Minister. Experience in financial budgeting management and business planning processes. Sound knowledge of project and programme management. Strategic capacity and leadership. Experience in change and knowledge management. People management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent facilitation, presentation, communication, report writing, accountability and ethical conduct.

DUTIES:
Manage the overall functional support to the office of the Director-General. Provide executive support including strategic advice to the Director-General on key and high level Water and Sanitation matters. Effectively manage the linkage of the office of the Director-General with the Office of the Minister/s. Coordinate effective operational and business planning processes, ensure and oversee the plans' implementation as per Strategic Planning of the Department. Engage various branches and consolidate all strategic information in order to conduct monitoring and evaluation for the performance of the Department. Ensure quality assurance of all correspondence submitted to and from the office of the Director-General. Ensure setting up and convening of High Level Water and Sanitation Governance Structures and provide necessary support, secretariat services and logistical arrangements. Set up and manage a Departmental Corporate calendar. Manage Director-General's and Department's interaction and strategic engagement with various key stakeholders such as Parliament, Cabinet, FOSAD, other Government Departments and international stakeholders. Ensure, manage and facilitate Director-General's interface and oversight to the Water and Sanitation Entities. Facilitate meetings, present on behalf of the DG and Department and chair various forums and governance structures.

ENQUIRIES: Mr S Mkhize, tel (012) 336 7573

POST 01/70: DIRECTOR: EXECUTIVE SUPPORT REF NO: 260118/03
Branch: Office of the Director-General

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

CENTRE: Head Office (Pretoria)

REQUIREMENTS:
A relevant Bachelor's degree in Social Sciences or relevant qualification (NQF 7), a Postgraduate Diploma in Social Sciences/ Business Sciences/ Natural Sciences will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. Working experience in high level government offices such as the Office of the Deputy Director General and Director-General. Experience of managing a team. Working experience in the Water Sector. Knowledge of relevant acts and legislation on Human Resource Management. Knowledge of relevant acts and legislation on Water and Sanitation environment. Knowledge and understanding of policy and strategy development. Knowledge and understanding of project and programme management. Knowledge and application of Financial Management. Experience in Strategic Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and empowerment skills. Client orientation and customer focus. Communications, accountability and ethical conduct.

DUTIES:
Ensure the efficient and effective coordination and processing of ministerial enquiries and act as a central point of contact and coordination. Ensure proper coordination and dissemination of submissions and correspondences in an orderly manner to the Director-General. Ensure alignment of correspondences and submissions with applicable policies, procedures and systems flowing to and from the office of the Director-General. Manage the process of correspondence flowing to and from the Ministry and to ensure the facilitation and coordination of activities which have an impact on the various role players. Oversee language editing and translation service to the Director-General and Department of Water and
Sanitation. Manage the filing system (manually and electronically) in the Office of the Director-General.

ENQUIRIES: Ms T Fiko, tel (012) 336 7176

OTHER POSTS

POST 01/71: OFFICE MANAGER REF NO: 260118/04
Office of the Director-General

SALARY: R 334 545 per annum, (Level 09)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: National Diploma or Degree in Office Management and Technology, Public Management, Business Administration. Working experience in the Office of a Senior Manager in the Public Service. Three (3) to five (5) years’ experience in Office Management. Knowledge and understanding of public service policies and administrative procedures. Excellent computer skills (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge Management. Good problem solving and analysis skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver’s licence will be an added advantage.

DUTIES: Screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects.

ENQUIRIES: Ms T Fiko, tel (012) 336 7176

POST 01/72: PERSONAL ASSISTANT REF NO: 260118/05
Office of the DG

SALARY: R226 611 per annum, (Level 07)
CENTRE: Head Office (Pretoria)

DUTIES: Provide a secretarial / receptionist service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support manager with administration relating to the manager’s budget. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Supply statistics. Record keeping.

ENQUIRIES: Ms T Fiko, tel (012) 336 7176
DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS

The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION

Ms Thoriso Siko

CLOSING DATE

19 January 2018: note that posts are intended to be filled from April 2018.

NOTES

Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Note: If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

ENQUIRIES

Ms Thoriso Siko telephone 012 359 0225

OTHER POSTS

POST 01/73

COMMUNICATION OFFICER (REFERENCE: DOW/014/2017)

SALARY

R 226,611 basic salary plus applicable benefits (salary level 07)

CENTRE

Pretoria

REQUIREMENTS

Appropriate diploma in communications, journalism, public relation or relevant NQF 6 qualification. 3 years operational experience in marketing and communication. Proven experience in: government communication, organisational branding, gender mainstreaming, social media platforms and applications. Advanced knowledge of: public service communication machinery; provisions of public service legislation, including but not limited to the Protection of Access to Information Act and Minimum Information Security Standards; Batho Pele principles and practice. Primary skills: gender diversities awareness; effective report writing, verbal and written communication; knowledge management; problem solving and analysis; service delivery innovation; client orientation and customer focus; ability to work with line functional experts to add value to the Department’s work; ability to effectively work under tight deadlines and stressful situations. Attributes: ethical behavior; honesty and integrity; emotional intelligence; passion and achievement driven; ability to maintain confidentiality of information; respect for copyrights/aversion to plagiarism. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES

To provide internal and external communications support to the Department: provide support on the maintenance of internal and external communications with departmental project collaborators, external stakeholders and communication service providers; provide support on the execution of the departmental communication strategy; provide support on the co-ordination of communication activities and events of internal and external project partners; provide support on the dissemination of departmental information to relevant stakeholders; provide document management support and storage of communication materials and equipment.
<table>
<thead>
<tr>
<th>POST 01/74</th>
<th>SENIOR SECRETARY, ECONOMIC EMPOWERMENT AND PARTICIPATION (REFERENCE: DOW/015/2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R 183,558 basic salary plus applicable benefits (salary level 06)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 certificate or equivalent NQF 4 qualification plus a Secretarial Certificate or similar qualification. 2 years administrative support experience. Proven experience in: secretarial support. Knowledge of: departmental policies and applicable protocols; regulatory framework governing the public service. Primary skills: effective verbal communication; basic numeracy; computer literacy, particularly in MS Office Suite and Intranet; general office administrative and clerical skills; ability to effectively work under tight deadlines and stressful situations. Attributes: ability to communicate at all levels, resourceful, people orientated, trustworthy, punctual, hard-working, self-motivated, ability to work independently. The successful applicant will be subject to personal security vetting at a secret level.</td>
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<tr>
<td>DUTIES</td>
<td>To provide secretarial support to the Chief Directorate Economic Empowerment and Participation: provide secretarial and clerical support; manage the front desk operation of the office; render logistical support services; render administrative support to the office.</td>
</tr>
</tbody>
</table>
ANNEXURE I

PROVINCIAL ADMINISTRATION FREE STATE
DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

POST 01/75 : DIRECTOR: MANAGEMENT ACCOUNTING: REFERENCE NO: H/D/43

SALARY : R948 174.00 per annum.
CENTRE : Management Accounting Directorate
REQUIREMENTS : Appropriate recognized Bachelor’s Degree with Accounting (or equivalent qualification). Reference will be given to candidates with post-graduate qualifications in Accounting or Financial Management. Extensive experience in Financial Management. 10 Years relevant experience in government budgeting of which a minimum of 5 years must be at management level. Recommendations: Exposure in budget process with extensive experience in the following: Knowledge of the Public Financial Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting. Computer literacy, numeracy and analytical skills. Ability to work under pressure with strict deadlines. Experience and knowledge in Basic Accounting Systems. Render a Financial Management Advisory service to the Department by investigation, analyzing, Benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment.

DUTIES : Ensure sound financial management. Handle external audit reports and PROPAC Resolution Provide financial intelligence and analysis service, determine trends and make recommendations in this regards. Ensure the development of the Medium Term Expenditure Framework, Estimate of Provincial Revenue and Expenditure, Adjustment Estimate and In-Year Monitoring Report and monitor expenditure of the Department. Provide strategic advice on budgetary matters to the different stakeholders. Provide inputs to strategic and annual performance plans. Supervision of resources.

ENQUIRIES : Mr M B Motsie, Telephone number: (051) 408 1115
APPLICATIONS : The Director HRM and Planning, (Contact person: Me S Dowd) PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
CLOSING DATE : 19 January 2018

OTHER POSTS

POST 01/76 : MEDICAL OFFICER GRADEI-III (2 POSTS)

SALARY : (Applicants might be required to enter into a commuted overtime contract.)
Grade I: R736 425.00 per annum. OSD
Grade II: R842 028.00 per annum. OSD
Grade III: R977 199.00

CENTRE : Phumelela Hospital, Vrede: REFERENCE NO.: H/M/10
Thebe Hospital: Harrismith: REFERENCE NO.: H/M/9

REQUIREMENTS : Medical Offer Grade 1 Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. Medical Officer Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it
is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. Medical Officer Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES:
- Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing Community Service.

ENQUIRIES:
- Dr Z Bolligello, Telephone number: (058) 624 1800

APPLICATIONS:
- To Chief Executive Officer, Thebe Hospital, (Contact person: Mr F C Moloi) Private Bag X871, Harrismith, 9880

CLOSING DATE:
- 19 January 2018

POST 01/77:
- DEPUTY DIRECTOR: PHARMACEUTICAL SERVICES: REFERENCE NO.: H/D/44

SALARY:
- R920 703.00 per annum. OSD

CENTRE:
- Medpharm, Bloemfontein

REQUIREMENTS:

DUTIES:

ENQUIRIES:
- Me N B Molongoana: Telephone number: (051) 4110502

APPLICATIONS:
- To Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

CLOSING DATE:
- 19 January 2018

POST 01/78:
- ASSISTANT DIRECTOR: RADIOGRAPHY REFERENCE NO.: H/A/49

SALARY:
- R459 558.00 per annum OSD

CENTRE:
- Thebe District Hospital, Harrismith

REQUIREMENTS:
- Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer. A minimum of 3 year’s appropriate experience in the relevant profession after registration with HPCSA as Radiographer

DUTIES:
- Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Ensure the correct application of protocols to obtain optimal imaging / treatment. Ensure that radiation protection is practices / applied to minimize radiation dosage to staff, patient and general public. Manage, develop and implement quality systems in line with provincial, national and international standards: Ensure the implementation of quality assurance programs for quality service delivery Formulate implement and
monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the component. Organization of staff to provide efficient and effective service delivery. Co-ordinate training of the subordinates and identify skills development needs and ensure the implementation thereof. Control and monitor proper utilization of equipment, stores and expenditure.

ENQUIRIES : Dr Z Bolligello, Telephone number: (058) 624 1800
APPLICATIONS : To Chief Executive Officer, Thebe Hospital, (Contact person: Mr B J Moloi) Private Bag X871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/79 : ASSISTANT DIRECTOR: RADIOGRAPHY: REFERENCE NO.: H/R/32

SALARY : R459 558.00 per annum. OSD
CENTRE : Thebe Hospital, Harrismith

REPORT NO.: Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA Recommendations: To ensure that an effective Radiography service is delivered.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Ensure the correct application of protocols to obtain optimal imaging / treatment. Manage, develop and implement quality systems in line with provincial, national and international standards. Ensure the implementation of quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the component. Organization of staff to provide efficient and effective service delivery. Co-ordinate training of the subordinates and identify skills development needs and ensure the implementation thereof. Control and monitor proper utilization of equipment, stores and expenditure.

ENQUIRIES : Dr Z Bolligello, Telephone number: (058) 624 1800
APPLICATIONS : To Chief Executive Officer, Thebe Hospital, (Contact person: Mr F C Moloi), Private Bag X871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/80 : PROFESSIONAL NURSE: PNA-5 (OPERATIONAL MANAGER) REFERENCE NO.: H/O/42

SALARY : R394 665.00 per annum. OSD
CENTRE : Phumelela Hospital, Vrede

REPORT NO.: Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Recommendations: Knowledge of legal framework appropriate to nursing practice. Good communication skills and interpersonal relationship. Good leadership skills.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure compliance to professional and ethical practice.

ENQUIRIES : Mr K S Molehe. Phumelela Hospital, Telephone number: (058) 913 1044
APPLICATIONS : To Chief Executive Officer, Phumelela Hospital, (Contact person: Mr Mr K S Molehe) Private Bag X6, Vrede, 9835
CLOSING DATE : 19 January 2018

POST 01/81 : OPERATIONAL MANAGER (PN-A5) (3 POSTS): REFERENCE NO.: H/O/41

SALARY : R394 665.00 per annum OSD
CENTRE : Phekologin Hospital, Bethlehem

REPORT NO.: Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC.
as Professional Nurse in General Nursing. Recommendations: Good communication and interpersonal relations. Ability to function with the Multidisciplinary team.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES**

Me S M van der Merwe, Telephone number: (058) 3035123 x268

**APPLICATIONS**

To: Chief Executive Officer, Phekologong Hospital, (Contact person: Me M G Mareka) Private Bag X1, Bethlehem, 9700

**CLOSING DATE**

19 January 2018

**POST 01/82**

**CLINICAL PROGRAM COORDINATOR (PNA-5):** REFERENCE NO.: H/C/51

**SALARY**

R394 665.00 per annum. OSD

**CENTRE**

Dr Che Guevara Chc: Fezile Dabi District

**REQUIREMENTS**

Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Diploma/Degree in General Nursing and Midwifery. Recommendations: Ability to work independently under pressure. Knowledge of National HIV and AIDS and STI Strategic Plan for South Africa. Knowledge of legislation pertaining to Skills Development.

**DUTIES**

Coordinate and promote implementation of HIV/AIDS services. Participate in marketing of HIV/AIDS. Monitoring, evaluation and reporting of HIV/AIDS. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of nursing practice to promote the health status of health care users. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with relevant directives and legislation.

**ENQUIRIES**

Mr R D Makgokolo: Telephone number: (016) 970 9304

**APPLICATIONS**

TO: The District Manager, Fekile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag X2005, Sasolburg, 1947

**CLOSING DATE**

26 January 2018

**POST 01/83**

**SUPPLY CHAIN SPECIALIST:** REFERENCE NO.: H/S/86

**SALARY**

R334 545.00 per annum

**CENTRE**

Dihlabeng Hospital, Bethlehem

**REQUIREMENTS**

National Diploma in Public Management / Financial Management / Economics or equivalent qualification. 6 Years’ experience in Supply Chain Management (at supervisory level). Valid driver’s license. Certificate in Supply Chain Management will be added as an advantage. Recommendations: Extensive knowledge of Supply Chain Management in Public Sector. Understanding of the PFMA, Treasury Regulations, PPPFA, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and related Practice Notes. Management of resources. Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and organizing.

**DUTIES**

Compile, implement and monitor Institutional Procurement Plan. Identify and ensure implementation of the correct sourcing strategy. Provide administrative support to the Bid Specification Committees. Monitor adherence to the turnaround times relating to Demand Management activities. Perform market analysis /
Industry analysis. Ensure that market research is conducted. Prepare and consolidate reports on Supply Chain Management related issues. Manage and coordinate the implementation and maintenance of Supply Chain Management and address related enquiries. Ensure the successful implementation of departmental policies as well as development of policies on matters related to Supply Chain Management and adherence to the relevant prescripts / legislation. Inform, guide, advice and train Institutional officials on Supply Chain Management matters to enhance the correct implementation of Supply Chain Management practices / policies. Compile and monitor the implementation of the Audit Action Plan, Risk Operational Plan, PROPAC Resolutions, MPAT, Balance Scorecard and KCM. Identify and implement risk management strategies. Monitor and evaluate implementation of the elements of Supply Chain Management in all institutions. Monitor the implementation of Supply Chain Management Improvement Plan. Management of Human Resources which include, inter alia: Training and Development of officials, Performance Management and work allocation. Ensure effective monitoring and control over financial resources and provide inputs.

ENQUIRIES : Mr TPG Moher. Telephone number: (058) 307 2255
APPLICATIONS : Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700
CLOSING DATE : 19 January 2018

POST 01/84 : PROFESSIONAL NURSE: PNB-1 (3 POSTS): REFERENCE NO.: H/P/57

SALARY : R340 431.00 per annum. OSD
CENTRE : Thebe District Hospital, Harrismith
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse in General Nursing and Midwifery. Recommendations: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relationships. Good leadership skills.


ENQUIRIES : Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS : Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/85 : SENIOR STATE ACCOUNTANT: REFERENCE NO.: H/S/91

SALARY : R281 418.00 per annum
CENTRE : Free State School Of Nursing: Corporate Office
REQUIREMENTS : National Diploma/degree in Finance/Auditing/Accounting. Extensive knowledge of BAS and Logis systems. 3-5 Years finance and budget related working experience in public service (Payments, Journals, Fund shifts, Budgeting processes and procedures). Knowledge of PFMA and Treasury regulations and policies. Supervisory/ management experience in Finance. Driver’s license, BAS training. Recommendations: Ability to function under pressure and meet deadlines. Problem solving skills. Good analytical and problem solving skills. Must be able to function independently.

DUTIES : Provide strategic financial advisory services to management and staff. Compile and capture the institutional budget. Advice cost center managers about budget and general financial needs. Facilitate and take minutes of FCC meetings. Investigate and compile Journals, fund shifts and irregular expenditures. Provide monthly expenditure and commitment reports to cost center managers. Capture financial transactions on BAS when required. Act as a contact person between FSSON and Budget Office, Treasury and suppliers Facilitate and process all sundry payments and S&T claims. Compile and follow up on all submissions and
requests with financial implications. Responsible for Chief User’s activities at Rector’s Office cost centre.

ENQUIRIES
Me M S Grobler: Telephone number: (051) 403 9884
APPLICATIONS
The Principal, FSSON, (Attention Mr M P Macomo), Private Bag x20520, BLOEMFONTEIN or hand delivered to FSSON, Kolbe Avenue, Oranjesig, Bloemfontein
CLOSING DATE
19 January 2018

POST 01/86
SENIOR STATE ACCOUNTANT: (2 POSTS): REFERENCE NO.: H/S/90

SALARY
R281 418.00 per annum
CENTRE
Corporate Office: Budget Management Sub-Directorate
REQUIREMENTS
An Appropriate Bachelor’s Degree with Accounting (or equivalent qualification) BAS Training 4-5 year of appropriate experience in the budget environment Recommendations: Exposure in budget process with extensive experience in the following: Medium Term Expenditure Framework, Estimate of Provincial Revenue and Expenditure, Adjustment Estimate and In-Year Monitoring Report; Knowledge of the Public Financial Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting; Computer Literacy, Numeracy Skills and Analytical Skills; Ability to work under pressure with strict deadlines; Experience and knowledge in Basic Accounting Systems; Render a Financial Management advisory service to the Department by investigation, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment.
DUTIES
Exercise clinical responsibility to ensure optimal service delivery: Implement the Public Finance Management ACT, 1999 (PFMA); Perform all functions related to the budget process; Support with the monitoring and control departmental expenditure including Conditional Grants; Compile the financial reports as required by relevant bodies; Support on informal training of finance personnel within the Department; Compiling of Departmental Internal Control Checklist; Maintain an updated filling system.
ENQUIRIES
Mr P C Scheepers, Telephone number: (051) 408 1638
APPLICATIONS
The Director HRM and Planning, (Contact person: Me S Dowd) PO Box 227, BLOEMFONTEIN, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
CLOSING DATE
19 January 2018

POST 01/87
SENIOR SUPPLY CHAIN PRACTITIONER: REFERENCE NO.: H/S/87

SALARY
R281 418.00 per annum
CENTRE
Dihlabeng Hospital, Bethlehem
REQUIREMENTS
National Diploma in Public Management / Financial Management / Economics or equivalent qualification. 4-5 Years’ experience in Supply Chain Management LOGIS Certificates. Valid driver’s license. Certificate in Supply Chain Management will be added as an advantage Recommendations: Extensive knowledge of Supply Chain Management in Public Sector. Understanding of the PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and related Practice Notes. Management of resources. Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, planning and organizing.
DUTIES
Supervise the activities of the Supply Chain Management clerks / Snr AND officers to contribute to the rendering of professional Supply Chain Management service for example: Personnel Development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Demand Management within Supply Chain Management processes in the institution to contribute to the rendering of professional Supply Chain Management service. Manage supplier enquiries with regards to government systems i.e LOGIS and CSD. Determination of sourcing strategy for items needed as per the institutional
Procurement Plan. Facilitate development of institutional Procurement Plan and monitor that procurement is in line with Procurement Plan. Supervise inventory management. Maintain and update the Institutional Asset Register. Compile monthly Assets and Inventory Reports. Perform, monitor and support the annual assets physical verification and quarterly spot checks processes.

ENQUIRIES: Mr TPG Moher. Telephone number: 058 307 2255
APPLICATIONS: Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700
CLOSING DATE: 19 January 2018


SALARY: R281 148.00 per annum. OSD
CENTRE: Phumelela Hospital, Vrede
REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as Environmental Health Practitioner. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa
DUTIES: Implement a planned vector, disease surveillance and control programme. Conduct regular inspections and surveillance at all commercial and residential premises and government institutions. Undertake information, education and communication activities to promote knowledge on all environmental health issues. Implement preventative quality systems. Participate in the monitoring and evaluation programmes.

ENQUIRIES: Mr B J Moloi. Telephone number: (058) 913 1044
APPLICATIONS: Chief Executive Officer, Phumelela Hospital, (Contact person: Mr B J Moloi) Private Bag X6, Vrede, 9835
CLOSING DATE: 19 January 2018

POST 01/89: SUPPLY CHAIN PRACTITIONER: REFERENCE NO.: H/S/92

SALARY: R226 611.00 per annum
CENTRE: Medpharm, Bloemfontein
REQUIREMENTS: Grade 12 (or equivalent) certificate, a minimum of 3 years' experience in Supply Chain or Finance. Completed Logis 1 course certificate. Recommendations: Degree/Diploma in Public Management or equivalent will be added advantage. Experience in Demand Management will also serve as an added advantage. Knowledge of supply chain management legislation (PPPFA, PP Regulations, BBBEEA, Practice Notes, circulars and Treasury Regulations), Public Finance Management Act, Supply Chain Framework and Financial Management.
DUTIES: Monitor and coordinate the implementation and maintenance of supply chain management with regard to demand processes in the Department to contribute to the rendering of a professional supply chain management service. Effective management of SCM monthly, quarterly and annual reports on procurement strategy. Address requisition enquiries to ensure the correct implementation of supply chain management practices. Ensure the successful implementation of departmental/Public service policies as well as the development of policies on matters related to supply chain management to adhere to relevant prescribes/legislation. Inform, guide and advice departmental employees on supply chain management matters to enhance the correct implementation of supply chain management practices/policies. Promote effective SCM by researching, analyzing, developing, monitoring and reviewing policies, strategies, guidelines, procedures and circulars to contribute to the effective application of SCM practices. Approve and verify all documents and transaction on Logis according to delegations. Prepare and consolidate reports on supply chain management issues and statistics. Establish and implement proper demand management mechanism to enable Supply Chain Management and users to monitor the rotation of suppliers. Manage the human resources of the division.
ENQUIRIES: Mr. M K R Moroane: Telephone number: (051) 411 0518
APPLICATIONS: Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300
CLOSING DATE: 19 January 2018

POST 01/90: PROFESSIONAL NURSE: PNA-2 (8 POSTS)

SALARY: R226 083.00 per annum. OSD
CENTRE: Thebe District Hospital, Harrismith REFERENCE NO.: H/P/59
Phumelela Hospital, Vrede REFERENCE NO.: H/P/58

REQUIREMENTS:
- Registration with the SANC as a Professional Nurse
- Experience: None after Registration with the SANC as a Professional Nurse

DUTIES:
- Ensure that a holistic nursing care services is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

ENQUIRIES: Me P P Twala. Thebe Hospital, Telephone number: (058) 624 1829
APPLICATIONS: Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE: 19 January 2018

POST 01/91: LABOUR RELATIONS OFFICER: REFERENCE NO.: H/L/9

SALARY: R226 611.00 per annum
CENTRE: Dihlabeng Hospital, Bethlehem

REQUIREMENTS:
- An appropriate recognized Degree/ Diploma in Labour Law/Labour Relations or equivalent qualification /experience. Computer literacy. A valid driver's license
- Recommendations: Good interpersonal and excellent communication skills (written and verbal);

DUTIES:
- Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide a secretariat service to the departmental consultative committee.

ENQUIRIES: Mr TPG Moher. Telephone number: 058 307 2255
APPLICATIONS: Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700
CLOSING DATE: 19 January 2018

POST 01/92: SECURITY OFFICER MANAGER: REFERENCE NO.: H/S/93

SALARY: R226 611.00 per annum
CENTRE: Medpharm, Bloemfontein

REQUIREMENTS:
- Grade 12/NQF equivalent qualifications. Registration with PSIRA as Grade B, 6 years, extensive experience in the security management field and procedures. Valid EB driver's license and must successfully obtain the security clearance conducted by the State Security Agency during the probationary period. (Note) no payment of any kind is required when applying for this post. Recommendations: Knowledge of the relevant Public Service Regulation Framework, security regulations and Procedures. Able to write, read and communicate at least two of the three official languages applicable in the Free State. Ability to write the reports. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours.

DUTIES:
- Manage the security services including the CCTV surveillance at the Medical Depot. Authorize leave. Approve roosters and shift schedules. Monitor performance of security officials and determine the training needs. Allocate duties to the security officials and maintain discipline. Identify risks and threats to the security of the Medical Depot. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidences of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the
Department and the South African Police Service around issues of concern relating to the security of the Medical Depot.

ENQUIRIES:
Mr. M M Khasu: Telephone number: (051) 408 1256

APPLICATIONS:
Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, BLOEMFONTEIN, 9300

CLOSING DATE:
19 January 2018

POST 01/93:
STATE ACCOUNTING CLERK (2 POSTS): REFERENCE NO.: H/S/94

SALARY:
R152 862.00 per annum

CENTRE:
Medpharm, Bloemfontein

REQUIREMENTS:
Grade 12/NQF equivalent with Mathematics and/or Accounting as a passed subject. Recommendations: Ability to communicate issues in a tactful manner. 2. Problem solving, computer, numeracy and literacy skills. 3. Commitment, integrity, professionalism, loyal, confidentiality, ability to interpret and execute policy directives/procedure. Knowledge of LOGIS / BAS. Knowledge of related policies, directives and legislation. Able to work under pressure.

DUTIES:
Implement and administer Financial Accounting practices (LOGIS / BAS transactions) concerning financial processes in the department to contribute to the rendering of a professional financial administration service: Debt, Bookkeeping (Clear Ledger accounts, Capture BAS payments, Journals and reports), Banking. Address financial administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES:
Me. S.D. Mthethwa: Telephone number: (051) 4110557

APPLICATIONS:
Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

CLOSING DATE:
19 January 2018

POST 01/94:
CLERK; (2 POSTS) REFERENCE NO.: H/C/51

SALARY:
R152 862.00 per annum.

CENTRE:
Human Resource Development (Rtc)

REQUIREMENTS:
Grade 12 (or equivalent) Certificate, Computer literacy. Driver’s license. Be willing to work irregular hours. Skills required: Planning, Organizing, good verbal and written skills. Time management. Knowledge and understanding of Legislative framework governing Public Service. Recommendations: Ability to work under pressure and independently. Good interpersonal relations. Willing to travel. Customer care. Must be a reliable and dedicated

DUTIES:
Render general clerical support, personnel administration, financial administration and supply chain clerical services within the component. Perform reception and patient registration duties. Obtain the complete health system data from the department you have been assigned to for complete facility, ward or cost centers according the capacity of the facility. This is to ensure that all the data generated by the facility is being captured in the system. Register, create and retrieve patient records. File all patient records within 72 hours. Capture the required health data obtained from service points into software system.

ENQUIRIES:
Me NKN Vanqa, Telephone number: (051) 4079 275 Me C H Kala (051) 408 1289

APPLICATIONS:
The Director, Human Resource Development, (Attention: Me C H Kala), PO Box 227, Bloemfontein, 9300 or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE:
19 January 2018

POST 01/95:
CLERK: (3 POSTS) REFERENCE NO.: H/C/41

SALARY:
R152 862.00 per annum

CENTRE:
Dr Che Guevara Chc: Fezile Dabi District

REQUIREMENTS:
Grade 12 (or equivalent), Certificate Computer literacy, Recommendation: Ability to work with people and must have good communication skills.

DUTIES:
Render general clerical support, supply chain clerical support, personnel administration clerical support, financial administration support service in the component. Perform reception and patient registration duties. Obtain the complete health system data from the department you have been assigned to for complete facility, ward or cost centers according the capacity of the facility. This is to ensure that all the data generated by the facility is being captured in the system. Register, create and retrieve patient records. File all patient records within 72 hours. Capture the required health data obtained from service points into software system.
at the facility, ensuring that all fields are captured correctly and in the timeframe specified in the SOP. Procurement of cleaning material.

ENQUIRIES: Mr R D Makgokolo; Telephone number: (016) 970 9304
APPLICATIONS: The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag x2005, Sasolburg, 1947
CLOSING DATE: 26 January 2018

POST 01/96: STAFF NURSE: REFERENCE NO.: H/S/89

SALARY: R150 819.00 per annum. OSD
CENTRE: Thebe District Hospital, Harrismith
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Enrolled Nurse.
DUTIES: Development and implementation of basic patient care plans. Provide basic clinical nursing care under the supervision of a Professional Nurse. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS: Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE: 19 January 2018

POST 01/97: NURSING ASSISTANT: REFERENCE NO.: H/N/4

SALARY: R116 625.00 per annum. OSD
CENTRE: Thebe District Hospital, Harrismith
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Nursing Assistant.

ENQUIRIES: Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS: Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE: 19 January 2018

POST 01/98: SECURITY OFFICER: (3 POSTS) REFERENCE NO.: H/S/95

SALARY: R107 886.00 per annum
CENTRE: Medpharm, Bloemfontein
REQUIREMENTS: Grade 10 or equivalent. Completion of accredited security training/learner ship. Registration with PSIRA. Recommendations: Prepared to work shifts. Prepared to be rotated between buildings. Good verbal and written communication skills. Ability to work independently. Must have security knowledge.
DUTIES: Execution of access control land admission by positive identification of officers/employees, visitors and maintenance personnel before being allowed entry into the premises. Issuing of access/admission control cards to visitors and receive them back when visitors leave premises. Maintain visitor’s registers. Escorting visitors into the premises where necessary. Verification of stock for delivery and stock removal from premises. Check supplies, articles and objects where necessary before being allowed entry into the premises. Control/search of vehicles both private and government vehicles as well as keeping proper register thereof. Carrying patrols in and around buildings as well as premises. Check all security equipment and facilities and advice supervisors of any security risks.

ENQUIRIES: Me K E Mosikare: Telephone number: (051) 4110506
APPLICATIONS: The Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300
CLOSING DATE: 19 January 2018

POST 01/99: STORE ASSISTANT: REFERENCE NO.: H/S/96

SALARY: R107 886.00 per annum
CENTRE: Medpharm, Bloemfontein
**POST 01/100**

**GENERAL WORKER: (2 POSTS) REFERENCE NO.: H/G/5**

**REQUIREMENTS**
- ABET Recommendations
- Warehouse experience, Literacy skills and Numeracy skills.

**DUTIES**
- Keep the warehouse clean (cleaning of shelves, floors).
- Receiving of stock from suppliers (packing of stock on shelves, load and off load of stock, assist in counting of received stock, make copies of partial delivery orders).

**ENQUIRIES**
- Mr Greeff: Telephone number: (051) 4110565

**APPLICATIONS**
- Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

**CLOSING DATE**
- 19 January 2018

**SALARY**
- R90 234.00 per annum

**CENTRE**
- Dr Che Guevara Chc: Fezile Dabi District

**POST 01/101**

**CLEANER: (4 POSTS) REFERENCE NO.: H/C/52**

**REQUIREMENTS**
- Abet. (Must be able to read and write)
- Recommendations: Ability to work with people and must have good communication skills.

**DUTIES**
- To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge

**ENQUIRIES**
- Mr R D Makgokolo: Telephone number: (016) 970 9304

**APPLICATIONS**
- The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag x2005, Sasolburg, 1947

**CLOSING DATE**
- 26 January 2018

**SALARY**
- R90 234.00 per annum

**CENTRE**
- Dr Che Guevara Chc: Fezile Dabi District
PROVINCIAL ADMINISTRATION: GAUTENG PROVINCE
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.

OTHER POSTS

POST 01/102: MEDICAL SPECIALIST GRADE 1-3 REF NO: 002206
Directorate: Ophthalmology Unit

SALARY:
Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12. MBChB qualification. MMed (Ophthalmology) or FC (Ophth)SA. A valid registration with HPCSA as an independent medical practitioner and Ophthalmology Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.

DUTIES:
Successful candidates will be responsible for the provision of Ophthalmology quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Ophthalmology academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

ENQUIRIES:
Dr. L.J. Mokwene, Tel. No: (012) 318-7040

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:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Please Note: 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:
19 January 2018

POST 01/103: MEDICAL SPECIALIST GRADE 1-3 REF NO: 002207
Directorate: Neurosurgery Unit

SALARY:
Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12. MBChB qualification. MMed (Neurosurgery) or FC (Neurosurg). A valid registration with HPCSA as an independent medical practitioner and Neurosurgery Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.

DUTIES:
Successful candidates will be responsible for the provision of Neurosurgery quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Neurosurgery academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

ENQUIRIES:
Dr. L.J. Mokwene, Tel. No: (012) 318-7040

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:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Please Note: 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:
19 January 2018
years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.

**DUTIES**

Successful candidate will be responsible for the provision of Neurosurgery quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekdays and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Neurosurgery academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

**ENQUIRIES**

Dr. L.J. Mokwene, Tel. No: (012) 318-7040

**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, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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 applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**

19 January 2018

**POST 01/104**

MEDICAL SPECIALIST GRADE 1-3 REF NO: 002208

Directorate: Orthopaedics Unit

**SALARY**

Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1: No experience required, Grade 2: 5-years appropriate experience and Grade 3: 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.

**DUTIES**

Successful candidates will be responsible for the provision of Orthopaedic quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students and participation in the Orthopaedics academic program. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

**ENQUIRIES**

Prof. N.S. Motisitsi, Tel. No: (012) 373-1011

**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, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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. 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.

**CLOSING DATE**: 19 January 2018

**WEPOST 01/105**: MEDICAL OFFICER GRADE 1 – 3 ORTHOPEADICS DEPARTMENT (1 POST)

**Directorate**: Health

**SALARY**: Grade 1: R 736 425 – R 793 341 per annum
Grade 2: R 842 028 – R 920 703 per annum
Grade 3: R 977 199 – R 1 221 723 per annum

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: MBCHB Degree. Registration with the HPCSA as an independent medical practitioner. Ability to function independently and be of a multidisciplinary team. Applicant must be solution-orientated and have good decision making skills.

**DUTIES**: Render inpatient and outpatient services in the relevant disciplines. A keen interest, experience and courses attended in the relevant clinical fields with will be an added advantage. Commuted Overtime Is Compulsory.

**ENQUIRIES**: Dr MK Kpautu, Tel No; (011) 812 5000

**APPLICATIONS**: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**NOTE**: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. Employment Verification Is Compulsory For All Applicants.

**CLOSING DATE**: 19 January 2018

**POST 01/106**: PHARMACIST: X3 POSTS (FLEXI HOURS WORK)

**Directorate**: Clinical Services

**SALARY**: Grade 1:R615 945.00-R653 742.00
Grade 2:R673 494.00- R714 819.00
Grade 3:R736 425.00- R781 611.00

**CENTRE**: Dr. George Mukhari Academic Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. Grade 1: Successful completion of compulsory community service Grade 2: A minimum of five (5) years’ relevant experience after registration as Pharmacist with the SAPC. Grade 3: A minimum of 13 years’ relevant experience after registration as Pharmacist with the SAPC.

**DUTIES**: Work flexible hours from 10:30 am until 7pm. Provision of Pharmaceutical care: Dispensing according to the hospital Standard Operating Procedures. Purchase, storage, supply and distribution of medicine according to Standard Operating Procedures Cytotoxic mixing and control of schedule 5 & 6 substances. Prepacking, manufacturing and compounding of medicine and the supervision thereof. Training and supervision of Pharmacist Assistants & Interns.

**ENQUIRIES**: Mrs RV Oladipupo, Tel no: (012) 529-3680

**APPLICATIONS**: Applications quoting the relevant reference number must be must 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 or apply online at www.gautengonline.gov.za

**NOTE**: Applications can be submitted on z83 form, obtainable from any Public Service Department or on the internet at: http://www.info.gov.za/document/forms/employ.pdf and should be accompanied by a recent updated, comprehensive CV as well as recently certified copies of all qualifications (matric certificate, identity card/document and 2017/18 registration certificate/card with pharmacy council must also be attached). To: www.gautengonline.gov.za 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). 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.

**Closing Date:** 19 January 2018

**Post 01/107:** Assistant Manager Area Nursing Speciality: (Day & Night)

**Obstetrics & Gynaecology Ref No:**

Directorate: Health

**Salary:** R546,315 – R614,874 per annum

**Centre:** Pholosong Hospital

**Requirements:**

- SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.

**Duties:**

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

**Enquiries:** MS KF Mabuza, Tel No: (011) 812 5000

**Applications:** Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**Note:** Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. Employment Verification is Compulsory For All Applicants.

**Closing Date:** 19 January 2018

**Post 01/108:** Area Manager Nursing (General) Grade 1 (REFS/001820)

Re-advertisement. All applicants who applied before are encouraged to re-apply.

Directorate: Nursing

**Salary:** R 499,953 per annum

**Centre:** Odi District Hospital

**Requirements:** Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Experiences as a night supervisor will be an advantage.

**Duties:** Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care. Initiate and participate in health promotion to
ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. To work mostly on night as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management. To act on behalf of Nursing Service Manager (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

ENQUIRIES : Ms S.J Boshoman (012)725 2312
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old.

CLOSING DATE : 26 January 2018

POST 01/109 : OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 PEADIATRIC DEPARTMENT (1 POST)

Directorate: Health

SALARY : R 499 953 – R 562 698 per annum

CENTRE : Pholosong Hospital

REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty. A minimum of a 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Child Nursing qualifications in Pediatric Specialty. Knowledge of nursing care Policies and Procedures, nursing statutes, and other relevant legal frameworks such as the Nursing Act, National Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Public Regulations, Labour Relations Act, Disciplinary Code and Procedure and Grievance Procedure. Good interpersonal relations, good communication (Written and Verbal) Good Conflict and personal management, Financial and Budgetary knowledge, good decision making and problem-solving abilities, computer literacy (Ms Word and Excel) supervisory and leadership skills. Ability to work within a team and a valid driver’s license

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

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

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

CLOSING DATE : 19 January 2018

POST 01/110 : CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL REF NO: HRM NURS 01/2018
Directorate: Nursing

**SALARY**

R394,665.00 (PN-A5-General) per annum (plus benefits)

**CENTRE**

Weskoppies Hospital

**REQUIREMENTS**

Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse and 3 years in Infection control and appropriate 1 year certificate in Infection prevention & Control from a recognized institution. A valid Driver’s licence and Computer literacy. Good communication skills. Knowledge of relevant Nursing Legislation and National Core Standards. Knowledge of infection Control and waste management regulations and policy guidelines. Report writing skills. Knowledge of Finance and SCM.

**DUTIES**

Facilitate, coordinate and review National, Provincial and Regional legislation regarding Infection control, waste management policies and protocols and monitoring implementation thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies. Monitor the utilization of financial, human and material resources. Monitor the implementation of continuous training programmes on infection prevention and control. Promotion of awareness, develop and monitor implementation of infection prevention & control and waste management standard operating procedures (SOP). Compile monthly quarterly and annual reports. Ensure that nosocomial infection and outbreaks are investigated and reported. Conduct periodic audits to ensure compliance to infection control and waste management policies. Develop and monitor on-going hand washing hygiene improvement in the hospital .Assist in Quality and OHS matters within the institution. Represent infection prevention & Control and waste management in meetings as required. Participate in committees as delegated. Compliance and adherence to National Core standards.

**ENQUIRIES**

Ms. B Schoonwinkel, Tel. No: (012) 319 9680

**APPLICATION**

To Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.

**NOTES**

Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process.

**CLOSING DATE**

19 January 2018

**POST 01/111**

PROFESSIONAL NURSE - SPECIALTY (2 POST) REF: FERH01/PNS2017

Directorate: Nursing

**SALARY**

Grade 1: R340 431– R394 665 per annum
Grade 2: R418 701– R514 962 per annum

**CENTRE**

Far East Rand Hospital

**REQUIREMENTS**

Basic nursing diploma/degree with Four (4) years’ experience as a Professional nurse and post basic diploma in operating theatre with One (1) experience. Registered with South African Nursing Council (SANC).

**DUTIES**

Provision of optimal, holistic specialized theatre nursing care within set standards, professional and legal framework, promotion of scientific high quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organizing, coordinating and supervising all activities of the team.

**ENQUIRIES**

Ms. I.R Masilela, Tel. No: 011 812 8317

**APPLICATION**

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, and Springs.

**NOTE**

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents
(HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE** : 19 January 2018

**POST 01/112** : PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY (PN-B1)
**REFS NO:** 002219
Directorate: Nursing

**SALARY** : R340 431 – 394 665 per annum (plus benefits)

**CENTRE** : Carletonville Hospital

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

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

**ENQUIRIES** : Mrs. N Mazini Tel: (018) 788 1725

**APPLICATIONS** : The employer reserves the right to fill or not fill the post People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za

**CLOSING DATE** : 12 January 2018

**POST 01/113** : CHIEF PERSONNEL OFFICER LEVEL 8 (LATERAL TRANSFER) REF NO: 002209
Directorate: Human Resources Unit

**SALARY** : R281 418 – R331 497 per annum (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : A minimum of a 3-year National Diploma (NQF level 6) or Degree in Human Resource Management with a minimum of 3-years recruitment experience as a specialised field. Excellent communication (verbal and written). Excellent interpersonal relations and organizational skills. Excellent knowledge and ability to interpret HR policies, prescripts and related legislation. Knowledge of Persal, ability to work with confidential information and under pressure. Excellent ethics demeanour. Driver’s license, knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential.
DUTIES: Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No (012) 318-6686

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, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 19 January 2018

POST 01/114: OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: HRM 03/2018
Directorate: Occupational Therapy

SALARY: R 281,148.00 – R 390,123.00 per annum (plus benefits) Salary Will Be In Line With Osd Regulations with regards to years of experience after registration as Independent Practitioner.

CENTRE: Weskoppies Hospital

REQUIREMENTS: Degree in Occupational Therapy. Registration with the Health Professional council. An interest in Mental Health. Experience in Mental Health will be an advantage. Adherence to CPD requirements from HPCSA, Computer literate.

DUTIES: Provide an OT service to adult Mental Health Care users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and executing treatment (individual and groups). Execute all patient related administrative tasks according to the standards set by Quality assurance principles. Actively do program planning within the Unit – Acute and Forensic. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/ OTA according to PMDS process.

ENQUIRIES: Ms. H Beetge, Tel. No: (012) 319 9783

APPLICATION: Applications must be submitted with a Z83, CV, certified copies of ID, registration at HPCSA and Qualifications to Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.

CLOSING DATE: 19 January 2018

POST 01/115: HUMAN RESOURCE OFFICER REF: FERH01/HR2017
Directorate: Recruitment & Selection

SALARY: R226 611– R266 943 per annum

CENTRE: Far East Rand Hospital
**REQUIREMENTS**: Grade 12 with Five (5) years Human resource. In-depth knowledge of Basic conditions of service and public regulations as amended. Legislative frame works/acts. An ability to manage people. Computer literacy. Report writing skills, planning, organizing and ability to work under pressure. A valid driver's licence. Intro to persal certificate is compulsory. Knowledge of staff establishment.

**DUTIES**: Monitor & ensure compliance of recruitment & selection and HR legislative framework. Drafting and placement of adverts in DPSA and Gauteng online. Prepare requisition forms and ensure that all posts advertised are vacant and funded. Ensure all advertisements deadlines are met. Quality check all the contents of the adverts. Maintain all recruitment databases and all advertised posts. Handling all HR related enquiries and assist daily with recruitments administration of the office. Conduct background checks for all the recommended candidates and draft submission for appointments. Provide secretarial, advisory services during shortlisting’s and interviews. Provide advice to management and staff on recruitment and appointment matters. Draft appointment letters and submissions. Doing monthly statistics, Recordkeeping. Ensure that HR data records are kept updated and archived in accordance with relevant procedures and protocols. Management of payrolls. Evaluate performance of subordinates. Maintain confidentiality. Attendance of meetings. Accepting of greater responsibilities when requested. Develop skills of subordinates. Monitor compliance to HR legislative prescripts. Apply disciplinary action. Management and monitoring of institutional staff establishment. Assist in audits and respond to AG.

**ENQUIRIES**: Mr. N.R Moshwani, Tel. No: 011 812 8395

**APPLICATIONS**: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE**: 19 January 2018

**POST 01/116**: PROFESSIONAL NURSE GRADE 1 – 3: OCCUPATIONAL HEALTH AND SAFETY OFFICER

**Directorate**: health

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: Diploma in General nursing and Midwifery, registered with SANC. A certificate or Diploma in Occupational Health Nursing Science will be an added advantage. Experience in Occupational Health and Safety nursing will also be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, National Health Act, Occupational Health and Safety Act, National Core Standards and Compensation for Occupational Health, Injuries and Decease Act. Report writing skills. Ability to work under pressure and independently. Good interpersonal skills.

**DUTIES**: Administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department’s Occupational Health objectives. Provide OH services to employees that leads to the promotion, protection and restoration of the employees’ health within a safe working environment. Comply with statutory requirements, departmental policies, procedures and administrative duties. Develop relevant Occupational Health (OH) PROTOCOLS AND Sop’s. Ensure the rendering of Occupational Health and Occupational Injury and Decease services to Pholosong Hospital employees. Establish a referral system for Facilities,
programme development, expansion implementation and making of services. To do operational work such as medical surveillance, management of injury on duty, Management of medical emergency, ergonomics and participate in Disaster management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty through administration of medicines (post exposure prophylaxis). Plan and budget for OHS. Identify Training needs and develop programmes. Monitor and evaluate programmes. Collect and analyze OHS STATISTICS. Advise management on legislated OHS matters. Ensure promotion of health and well-being through OHS service. Monitor contractors on compliance to OHS standards.

ENQURIES: Ms K F Mabuza, Tel No; (011) 812 5000
APPLICATIONS: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE: 19 January 2018

POST 01/117: KEYBOARD OPERATING CLERK LEVEL 5 REF NO: 002211
Directorate: Internal Medicine Unit

SALARY: R152 862 – R180 063 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: A 3-year completed qualification in Office Management with a minimum of 3-years and more relevant experience which includes administration, secretarial functions and financial administration; or Grade 12 with at least 3-years and more general secretarial, administrative and financial experience. Skills Required: Appropriate language and communication skills for formulating, translating and editing of documents. Good people and communication skills across cultural boundaries and diverse backgrounds. Excellent computer skills. Experience in the system-wide use of Human Resources, Financial Administration and Academic Systems. Sound time management skills. Excellent telephone etiquette. Positive client service orientation. Able to take initiative and to work independently. Added Advantages and Preferences: Post-School Certificate in Business Management and Administration. Pro-active cooperation and support in a team environment. Problem solving and conflict resolution abilities. Able to work accurately under pressure.

DUTIES: Acting as a personal assistant to the Head of Department, assuming responsibility for diary management; scheduling and organising weekly meetings with all stakeholders involved in the department of Internal Medicine; compiling agendas; preparing and circulating minutes; general office management liaising with faculty officials at all levels. Acting as Departmental Secretary, assuming responsibility for providing support services to students and doctor; coordinating the administration of training and examination; coordinating the administrative processes of claims and general documentation; liaising with the HR and administrative staff on behalf of the department. Administration of student matters which include: ensuring the submission and receiving of students’ documentation and student records and taking responsibility for the accurate maintenance of marks; administering the placement process of students; maintaining the submission of marks by mentor lecturers. General office management and administrative tasks within the Department, including dealing with enquiries from students and staff; typing of important documents; handling general procurement functions; supporting the Head of the Department with the technical editing of documents; compiling, checking and amending letters.

ENQURIES: Prof. D. Van Zyl, Tel No (012) 373-1075
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, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the
required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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 Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 19 January 2018

**POST 01/118** : **FINANCIAL CLERK REF: CCRC FIN 12/01**

**Directorate Finance**

**SALARY** : R152,862 per annum (Level 5)

**CENTRE** : Cullinan Care and Rehabilitation Centre

**REQUIREMENTS** : Grade 12 or equivalent with accountancy passed as a subject. 0-3 years’ experience in finance. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of BAS, SAP.PPF and recreation fund will be an added advantage. Computer literacy (MS word, Excel and outlook)

**DUTIES** : Receive and record invoices before sending to GDF. Follow up on outstanding payments. Update payments register. Capture allocations of invoices on webcycle. Working in the cashier’s office, Capture receipt on BAS System. Capture journals on e-journal system. Issue and replenish petty cash. Issue and monitor PPF, recreation fund. Compile recons and reports and all financial related duties.

**ENQUIRIES** : Ms F Mufamadi Tel No. 012 734 7000

**APPLICATIONS** : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

**CLOSING DATE** : 19 January 2018

**POST 01/119** : **NURSING ASSISTANT GRADE1/2/3 REF NO: HRM NURS 02/2018**

**Directorate: Nursing**

**SALARY** : R 116,625.00 – R 202,674.00 per annum (plus benefits) (The years of service after registration at SANC will determine the grade)

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : A qualification that allows registration with the SANC as Enrolled Nursing Assistant. Current registration with SANC and proof thereof. Good interpersonal and communication skills. Experience in a Psychiatric and/or Geriatric environment will be an advantage.

**DUTIES** : Assist patients with activities of daily living i.e. maintain good hygiene, nutrition and physical care. Provide elementary clinical nursing care to mental health care users. Maintain professional growth, ethical standards and self-development. Compliance with Code of Conduct. Compliance with Public Service Legislations and Regulations.

**ENQUIRIES** : Ms. B Schoonwinkel, Tel. No: (012) 319 9680

**APPLICATION** : HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.

**NOTES** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. In terms of the equity of the hospital, preference will be given to male applicants. Candidates will be subjected to security screening and vetting process.

**CLOSING DATE** : 19 January 2018

**POST 01/120** : **CLEANER (3 POSTS) REF/S/002201:**

**Directorate: Admin and Support Services**

**SALARY** : R90 234 – R 106 290 per annum (plus benefits)

**CENTRE** : Ga-Rankuwa Nursing College

70
REQUIREMENTS: Grade 10 or ABET certificate. Grade 12 will be an added advantage. Good interpersonal and communication skills. Ability to operate cleaning equipment and machines.

DUTIES: Cleaning of offices, kitchen, boardroom and classrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins and basins. Collect and removing of waste papers. Freshen the office areas. Safekeeping of kitchen utensil. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Relieving of each other as and when required. Preparing and serving of breakfast/Lunch for College Committee Meetings such as College Council, Senate etc. when so required by the management of the college. Washing of dishes daily. Opening of offices and classrooms in the morning and closing at the end of the business. Ordering of cleaning material.

APPLICATIONS: All application must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or Posted to Private Bag x 830 Pretoria 0001 or apply online at: www.gautengonline.gov.za.

ENQUIRIES: Mrs. K R, Lekgeu Tel. No: 012 560 0448/50

CLOSING DATE: 19 January 2018

POST 01/121: HOUSE WORKER REF NO: TRH 13/2017
Directorate: Admin & Support

SALARY: R 90 234.00 per annum (plus benefits)
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.


ENQUIRIES: Ms E Maritz, Tel. No: (012) 354 – 6113

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.

CLOSING DATE: 19 January 2018

POST 01/122: PROPERTY CARE TAKER (1) POST REF NO: J/112017
Directorate Hospital Support Services

SALARY: R90 234 Per Annum Plus Benefits
CENTRE: Jubilee District Hospital

REQUIREMENTS: Abet Level 4 Grade 10 Other Skill Requirements Literate with experience in gardening. Follow instructions. Keeping the grounds clean. At least one year experience in gardening.

DUTIES: Maintain premises and surroundings. Clean Premises and surroundings, Empty dirt bins. Maintain the garden. Watering the garden, Prune and trim flowers and trees, Mow grass. Remove weeds and garden refuse, Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment’s and tools. Detect and report malfunctioning of gardening equipment’s and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES: Mr. A.S Katende Tel: (012) 717 9518 /Cell No: 082 3622387

APPLICATIONS: Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital.

CLOSING DATE: 16 January 2018
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
Applications 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
19 January 2018

ENQUIRIES
Ms Tshiamo Sokupha Tel No: 011 227 9000

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.

OTHER POSTS

POST 01/123: ASSISTANT DIRECTOR – PUBLIC FINANCE
Directorate Public Finance (Sustainable Fiscal Resource Management)

SALARY
R334 545.00 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
A relevant three-year tertiary qualification in Economics, Econometrics or Public Finance as recognised by SAQA. A minimum of proven and credible 3-5 years’ experience in public financial administration, preferably in Economic field.

DUTIES
To monitor and evaluate the utilisation of provincial resources in ensuring credible budget implementation, as well as providing strategic economic and other research support to management. Assist to research and analyse allocations, spending and performance of departments. Advice on policy matters relating to budget allocations in line with strategic priorities. Quality assure budget proposals and submissions. Maintain sector specific inputs into budgetary database. Provide technical support to departments. Assist to conduct economic valuations.

POST 01/124: ASSISTANT DIRECTOR: PSCM
Directorate Provincial Supply Chain Management

SALARY
R334 545.00 per annum, (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Relevant 3-year tertiary qualification, (NQF level 6) as recognized by SAQA in Supply Chain Management. 3- 5 years’ experience in administration/ supply chain management.

DUTIES
To monitor the implementation of Supply Chain Management Legislative framework (Policies, Acts, Regulations, prescripts) in provincial departments,
municipalities and entities. Facilitate and consolidate the reporting of SCM information as required by legislation. Analyse Supply Chain Management reports and policies from departments and municipalities. Set complimentary Norms & standards within the parameters as set by National Treasury and the relevant SCM frameworks. Monitor and report on policy outputs and outcomes. Provide technical assistance and training with regard to SCM implementation in municipalities and provincial departments. Updating SCM policies and frameworks annually for implementation by provincial departments and municipalities. Communication and dissemination of regulatory prescripts from National Treasury to all provincial departments and municipalities. Development and training of SCM guidelines.
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

OTHER POSTS

POST 01/125: MEDICAL SPECIALIST – PULMONOLOGY TRAINING POST (FIXED PERIOD OF THREE (3) YEARS) REFERENCE NO: MEDSPEC/1/2018

Department: Pulmonology

SALARY:

Grade 1: R 991 857.00 pa (all-inclusive salary package) excluding commuted overtime. The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Experience: Not applicable Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Registrar who have completed their training may also apply on condition that their appointment will be subject to them submitting evidence of registration with the health council of South Africa. Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist Physician.

Grade 2: R 1 134 069.00 per annum (all-inclusive salary package) excluding commuted overtime. Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist Physician.

Grade 3: R 1 316 136.00 per annum (all-inclusive salary package) excluding commuted overtime. Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist Physician.

CENTRE: Station: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:

MBChB or equivalent, FCP (SA) or equivalent. Current registration with HPCSA as a Specialist Physician. Knowledge, Skills, Training and Competency Required: The candidate must aspire to qualify as a Pulmonologist, and will register as a pulmonology/critical care sub-specialist trainee within 3 months of commencing the post. The candidate will be expected to complete their certification within 3 years of commencement. The candidate must possess knowledge of the ethical and academic basics of research principles and be willing to participate in research projects conducted within the department. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

DUTIES:

The candidates duties will include, under the direction of the head of the Department of Pulmonology inter Alia: Regular ward rounds in the wards and ICU. Review and offer a specialist opinion for consults from other departments. Manage patients in the out-patient clinics. Perform bronchoscopy and percutaneous biopsy procedures. Maintain and develop specialist services according to clinical service demands. Provide afterhours cover in adult pulmonology and critical care. Provide
advice to colleagues from other hospitals. Undertake administrative duties at the pulmonology unit and have an input into the unit’s administration at Inkosi Albert Luthuli Central Hospital. Undertake postgraduate training and support relevant clinical research and clinical trials in adult pulmonology and critical care at Inkosi Albert Luthuli Central Hospital. Assist with the setting of clinical protocols for management for adult pulmonology and critical care. Assist with the development of clinical audit programmes. Develop measures to ensure quality assurance for the adult pulmonology unit. Participate in academic programmes in the respective clinical department. Participate and contribute to committees that promote clinical governance such as infection control and resuscitation committees. To teach and supervise junior colleagues, as well as actively participate in the undergraduate teaching and examination program as part of the UKZN division of Medicine. Undergraduate bedside teaching and examinations will be conducted by the candidate at regional hospitals.

ENQUIRIES
Dr M Suleman: Tel Number 031 2401353

APPLICATIONS
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE
19 January 2018

POST 01/126
MEDICAL SPECIALIST NEUROLOGY X1 THIS IS A CONTRACT POST OF 3 YEARS REF NO.: MEDSPECNEUROLOGY/1/2018

Department: Neurology Dept.

SALARY
Grade 1: Medical Specialist R991 857.00 per annum (all-inclusive salary package) excluding Commuted Overtime. Registrars who have completed their training or will have completed their training at the time the post is to be filled may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration or impending registration with the Health Professions Council of South Africa as Medical Specialists. Experience: Not applicable. Salary
Grade 2: Medical Specialist R1 134 069.00 per annum (all-inclusive salary package) excluding commuted overtime. Five (50 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal specialty (Neurology) Salary
Grade 3: Medical Specialist R1 316 136 per annum (all-inclusive salary package) excluding commuted overtime. Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty (Neurology)

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN or MMed (Neurology) qualification. Academic Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.

DUTIES
The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one’s control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest in headaches and other Pain Disorders or Neuro-immunology. As part of the candidate’s development of the special skill he/she will be required to spend time in an internationally recognized unit. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department. In the first instance this will be a contractual post for three years subject to satisfactory performance

ENQUIRIES
Prof Bhigjee at (031) 2402359.
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE: 19 January 2018

POST 01/127: MEDICAL SPECIALIST X1 REF NO: MEDSPEC OTORHINOLARYNGOLOGY/1/2018
Department: Otorhinolaryngology

SALARY:
Grade 1: Medical Specialist- R 991 857.00 per annum (all-inclusive salary package) excluding commuted overtime
Grade 2 Medical Specialist- R 1 134 069.00 per annum (all-inclusive salary package) excluding commuted overtime. Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist
Grade 3: Medical Specialist– R 1 316 136.00 per annum (all-inclusive salary package) excluding commuted overtime. Experience 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist

CENTRE: Inkosi Albert Luthuli Central Hospital.

REQUIREMENT:
Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management Skills. Postgraduate MMed qualification. Good administrative, leadership, decision making and communication skills.

DUTIES:
Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli. Hospital as well as in the relevant Durban Metropolitan State Hospital. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of registrars in otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research

ENQUIRIES: Dr N Rankhethoa 031 240 1734

APPLICATIONS: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH, or posted to Private Bag X03 Mayville 4058.

NOTE: applicableRegistrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa

CLOSING DATE: 19 January 2018

POST 01/128: DEPUTY MANAGER NURSING GENERAL STREAM (LEVEL 1&2 HOSPITAL)
REF NO: ZUL 05/2017

SALARY:
An all-inclusive package of R 756 525.00 per annum. Scale: (R756 525-R851 463)

CENTRE: Zululand Health District office, Ulundi

REQUIREMENTS:
An appropriate B Degree/ National Diploma or equivalent qualification in nursing science, plus A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level plus. Current SANC receipt must be attached. Plus. Valid code EB Driver’s license (code 08) Proof of current or previous work experience endorsed and stamped by Human Resource. Computer certificate: MS Office Software Application (Attach Proof. Qualification in Management will be an added recommendation. Ability to think critically in difficult situations. Sound project management skill. Ability to make independent decision. Strong communication
and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning framework. Ability to prioritize issues and other work related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Make independent decisions. An understanding of the challenges facing the public sector. An ability to translate information objectives into practical plans. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative decisiveness and the ability to acquire new knowledge swiftly.

**Computer literacy.**

**DUTIES:**

Provide strategic leadership in the provision of PHC services and Clinical Health Programmes to all levels of the health care system within the District. Develop and cost Health Programs and Primary Health Care. Ensure that Health Programs are effectively and efficiently managed. Monitor and evaluate the quality of services in relation to Primary Health Care and Health Programs. Distribute Health Program resource equitably. Actively participate in the program data analysis, interpretation and management thereof. Provide leadership for the Health Programme Management Team in order to ensure the delivery of high quality health care. Ensure good governance in a health programmes and community participation which includes effective functioning Clinic Communities. Monitor implementation of quality clinical client care and management within the district. Monitor staff levels and ensure the effective recruitment of competent personnel and implement retention strategies. Assess Health Programmes services needs for the staff development. Ensure effective and efficient integration of Health Programmes. Convey a clear vision of transformation and oversee the transformation process within the Clinical Health Programme setting. Ensure active participation in all community poverty alleviation activities with specific emphasis in Operation Sukuma Sakhe. Monitor and control the Health Program budget. Ensure effective stakeholder involvement and engagement on health related program. (DAC & DHC).

**FOR ATTENTION:** Mrs BJ Nene

**APPLICATIONS:** KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi 3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838 Tel-0358740634

**NOTE:** Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver’s licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

**CLOSING DATE:** 19 January 2017
**SALARY**: Grade 1: R736 425.00 – R 781 611.00 per annum. (All-inclusive salary package) 3 years appropriate/relevant experience after registration as a Pharmacist with SAPC

**CENTRE**: King Edward VIII Hospital (KEH)

**REQUIREMENTS**: Bachelor of Pharmacy or equivalent qualification PLUS, minimum of three (3) years appropriate/relevant experience after registration as a Pharmacist with the SAPC PLUS current proof of registration with the SAPC as a Pharmacist (certified copies of SAPC certificate and proof of annual payment) PLUS proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of experience) Recommendation: A minimum of three (3) years working in a public sector healthcare establishment (hospital/Chc) Knowledge, Skills, Training And Competencies Required: Knowledge of Acts, current Health and Public Service Legislation, regulations and policies and the ability to comply with applicable legislations, understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug List and Standard Treatment Guidelines, good knowledge of the National ARV treatment program, appropriate clinical and theoretical knowledge, sound communication and computer skills, project and time management skills, ability to supervise staff and manage conflict and apply discipline, ability to manage and co-ordinate productivity to improve service delivery, to generate and maintain team spirit, ability to work under pressure, committed to service excellence with good supervisory skills, sound decision making, ethical and innovative skills, computer literacy, good communication and interpersonal skills

**DUTIES**: Key Performance Areas: Provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services at King Edward VIII Hospital in line with the National, Provincial and District strategies and priorities, Assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines, Provide leadership, management and support to all staff under his/her supervision, Ensure rational use of resources (human and financial), Provide and supervise training programs (Pharmacist Interns and Pharmacy Support personnel), Assist in co-ordination of activities of Essential Medicines Program including Pharmacy and Therapeutics Committee, Conduct services assessment and implement quality improvement programs, Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues, ensure continuous monitoring of morbidity and mortality through clinical audits, assist with translation and operationalize current national, provincial and district strategic plans, ensure that cost effective pharmaceutical service delivery is maintained within the hospital, maintain discipline and deal with grievances and Labor Relations issues in terms of the laid down procedures and policies, provide pharmaceutical advice to patients and professional colleagues, assist in compilation of monthly financial and other reports as required by Pharmacy Manager or her delegate, ensure compliance with policies and procedures relating to cost effective procurement, storage, control and distribution of pharmaceuticals, perform overtime duty when necessary and do call (after hours service), ensure implementation, monitoring and evaluation of EPMDS in the operational area.

**ENQUIRIES**: Mrs. S.Q. Matibela 031-3603177

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

**CLOSING DATE**: 12 January 2018

**POST 01/130**: MEDICAL OFFICER GRADE 1/2 REF NO: HRM 57/2017: 02 POSTS
Directorate: Dept of Otorhinolaryngology (ENT)
**DUTIES**

Key Performance Areas: Provide Otorhinolaryngology service as well as head and neck surgery at King Edward VIII Hospital and at relevant Durban Metropolitan State hospitals, provide after hour care in accordance with the commuted overtime contract, supervision and training of junior staff working in the Department, present at academic meetings in the department, to teach medical students and nursing staff as required, participate in the quality improvement programs of the Department including clinical audits and CPD activities, maintain clinical, professional and ethical standards, assist in unit manager in developing of protocols and clinical guidelines, after hour duties is a requirement

**REQUIREMENTS**

Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Salary Grade 2: Medical Officer – R 842 028 per annum (All-inclusive Salary Package) excluding commuted overtime. 

Ten years registration experience as a Medical Practitioner after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Salary Grade 3: Medical Officer – R910 716 per annum (All-inclusive Salary Package) excluding commuted overtime. Ten years registration experience as a Medical Practitioner after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

**ENQUIRIES**

Dr. N.M. Rankkethoa – 031 2604292

**APPLICATIONS**

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

**CLOSING DATE**

19 January 2018

**POST 01/131**

**MEDICAL OFFICER – IALCH X 2 REFERENCE NO.: NEUROLOGY MO/2/2017**

Station: Department Of Neurology

**SALARY**

Grade 1: Medical Officer – R 736 425.00 per annum (All-inclusive Salary Package) excluding Commuted Overtime Experience: At least 6 months in internal medicine at MO level or above. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Salary Grade 2: Medical Officer – R 842 028.00 per annum (All-inclusive package) 5 to less than 10 years actual experience as a medical officer after registration with HPCSA as an independent Medical Practitioner

Grade 3 requires none to less than 5 years actual experience as a Medical officer after registration with the HPCSA as an Independent Medical Practitioner

**REQUIREMENTS**

Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Possession of the Part 1 of the FCN degree will be considered as an advantage. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills.

**DUTIES**

Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening treatment and rehabilitation. Sedates and monitors patients undergoing frightening
or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Participate in after-hours calls system. Postgraduate education, personal development and participation in all academic meetings. Rotation within the discipline as determined by the head of department.

ENQUIRIES: Prof AI Bhigjee (+27)31-240 2359 / 2363
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
CLOSING DATE: 19 January 2018
POST 01/132: MEDICAL OFFICER X 2 REFERENCE NO: MONEUROSURG/1/2018
Department: Neurosurgery
CENTRE: Inkosi Albert Luthuli Central Hospital
SALARY: Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime Experience No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted Overtime Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding Commuted Overtime Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa
REQUIREMENTS: MBChB Degree. Current registration with the Health Professions Council of SA as a Medical Practitioner. Completion of Community Service. Knowledge, Skills Training and Competencies Required: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential
DUTIES: Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles.
Attendance and participation in the academic programme of the department is a requirement.
ENQUIRIES: Dr BC Enicker) – 031 240 16/ 031 26240 1133
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE: 19 January 2018
POST 01/133: OPERATIONAL MANAGER: SPECIALITY: REF NO: HRM 52/2017 – 01 POST
Directorate: Dept. Of Psychiatry
People with Disabilities and African males are encouraged to apply
SALARY: GR 1: R 499 953.00 – R 562 698.00 p.a. Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS:
Senior certificate (Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Psychiatric Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Psychiatric Nursing Science, Proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing Management Will Be An Added Advantage.

Knowledge, Skills, Training And Competencies Required:
Knowledge of psychiatric Nursing, knowledge and insight into nursing processes and procedures, knowledge of public Service Acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of Conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients Right Charter, knowledge of National Core Standards, ability to supervise, teach and manage staff, an understanding of the challenge facing Public Health Sector, ability to provide monitoring and coaching to her/his supervisees

DUTIES:
Key Performance Areas: Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, engage in clinical assessment of Mental Health Care Users in a specialized psychiatric setting, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, develop and implement policies, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of EPMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals, co-ordinate special projects related to Psychiatry and health promotion in line with health calendar

ENQUIRIES:
Mr.T.G. Mbanjwa - 031 360 3493

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

CLOSING DATE:
19 January 2018

POST 01/134:
PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 54/2017: 04

POSTS:
Directorate: Obstetrics & Gynaecology

SALARY:
Grade 1: R 340 431.00 – R 394 665.00 per annum
Grade 2: R 418 701.00 – R 514 962.00 per annum

Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS:
Matric/Senior Certificate or equivalent qualification plus degree / Diploma in General Nursing plus one year post basic qualification in Advanced Midwifery, registration with S.A.N.C. as a General Nurse and Advanced Midwifery plus, current South African Nursing Council Receipt Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework eg. Nursing Act, Occupational...

**DUTIES**

Key Performance Areas: Diagnose and manage obstetric emergencies in the absence of a doctor ie. Eclampsia APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to hospital policy, develop mission and vision and objectives for obstetric unit, develop, implement and review obstetric policies and procedures, conduct Perinatal Mortality reviews or meetings, know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics, develop and implement in service education and quality improvement programs for the obstetrics department, act as an advocate for clients utilizing Batho Pele principles, form part of the multi-disciplinary team, take part in all obstetrics programs ie. PPIP, PMTCT, BBI, BFI and RHC – reproductive health, identify training needs for the personnel, implement EPMDs for the personnel, practice participative management by assisting with relief duties of the supervisor, liaise with all departments within the institution, maintain and monitor stock and supplies, attend meetings held in the institution/outside.

**ENQUIRIES**

Mr. B.B. Khoza – 031 360 3026

**APPLICATIONS**

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

**CLOSING DATE**

12 January 2018

**POST 01/135**

**PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 53/2017: 03**

**POSTS**

Directorate: Neonatal and Paediatrics

**SALARY**

Grade 1: R 340 431.00 – R 394 665.00 per annum A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse

Grade .2: R 418 701.00 – R 514 962.00 per annum Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty

**OTHER BENEFITS**

Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**

King Edward VIII Hospital

**REQUIREMENTS**

Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate recognizable experience in Nursing, proof of current registration with Sanc Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills

**DUTIES**

Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDs evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and
night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources

ENQUIRIES : Mr. B.B. Khoza – 031 360 3026
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
CLOSING DATE : 12 January 2018

POST 01/136
CENTRE : St Apollinaris Hospital (Kilmun Clinic)
SALARY : Grade 1 R340 431.00 - R394 665.00 per annum
          Grade 2 R418 701.00 - R514 962.00 per annum Other Benefits Rural allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
REQUIREMENTS : Grade 1: Senior Certificate/Grade 12 or equivalent Qualification. Qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with duration of at least one year in curative skills in Primary HealthCare accredited with SANC. Certificate of Registration. A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Grade 2 Senior Certificate/Grade 12 or equivalent Qualification. Qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with duration of at least one year in curative skills in Primary Health Care accredited with SANC. Certificate of Registration. Current Registration with S.A.N.C. as a Professional Nurse. A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing at least ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining one year post basic qualification in Primary Health Care. Knowledge and skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors’, other health professionals and junior colleagues, including more complex report writing when required.
ENQUIRIES : Mrs PP Gasa at (039) 833 8000/8083
APPLICATION : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263 for Attention: Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be
conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver’s Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. “People with disabilities should feel free to apply” The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 29 January 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct your application to: The Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg 3200. Or Physical Address: 174 Mayors Walk Road, Pietermaritzburg 3200, For Attention: Ms PN Mkhize.

ENQUIRIES : Ms NG Khanyile (033) 264 5400/06

NOTE : Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the Centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/ her application was not successful.

MANAGEMENT ECHELON

POST01/137 : CHIEF FINANCIAL OFFICER (SALARY LEVEL 14) REF: DSD1/05/2018 HO- Re-advertisement

SALARY : R1 127 334 per annum (Inclusive remuneration package, a portion of which may be structured according to the individual’s choice at 70/30%)

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor’s Degree (NQF 7) in Accounting / Financial Management as recognized by SAQA; A minimum of 5 years’ experience at a senior managerial level and in Financial Management; A valid Driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Research Methodology; Employee Performance Management and Development System; Employment Equity Act; Supply Chain Management Practices and procedures. Skills/Core competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; client orientation and customer focus; communication; presentation and facilitation skills.

DUTIES : Ensure effective and efficient management of financial accounting services; Ensure effective provisioning of management accounting services; Manage the provisioning of financial reporting and internal control services; Ensure the provision of supply chain management services; Ensure the provision of
infrastructure management; Ensure the development and implementation of policies; Manage the resources of Chief Directorate.

CLOSING DATE : 19 January 2018
ANNEXURE L

PROVINCIAL ADMINISTRATION: NORTH WEST

OFFICE OF THE PREMIER

APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. Or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 19 January 2018

NOTE: The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

MANAGEMENT ECHELON

POST 01/138: PRINCIPAL STATE LAW ADVISOR REFERENCE NWOOP/18/01/01 (Specialist Litigation LP10)

SALARY: R1 152 483.00 to R1 748 583.00 all-inclusive package
CENTRE: Mahikeng
REQUIREMENTS: Bachelor of Laws and/or equivalent qualifications (NQF level and credits). Admission as an Attorney or Advocate. 10 years appropriate legal/litigation experience post qualification. Experience in understanding the constitutional and South African Judicial system will be an added advantage. Knowledge of Public Service Prescripts and applicable legislation is vital. Experience in legal research and drafting, dispute resolution, case flow management, computer literacy, strategic and conceptual orientation. Communication skills (verbal and written). A valid driver’s license.
DUTIES: Prepare and provide general legal advice on matters affecting the Office and the Client Department. Provide litigation support to client Departments. Drafting, editing and certification of Provincial legislation. Liaise with different stakeholders particularly client Departments and Office of the State Attorney.
ENQUIRIES: Adv. G.O.B. Ratshikana, Tel: 018 3883058

POST 01/139: CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REFERENCE NWOOP/18/01/02

SALARY: R1 127 334.00 per annum. all-inclusive package (Level 14)
CENTRE: Mahikeng
REQUIREMENTS: To manage and facilitate service delivery monitoring support programmes and interventions. Requirements: A Bachelor’s degree in Public Management/Public Administration or related field of study and/ or equivalent (NQF level and Credits). Extensive experience in service delivery interventions and five years’ experience at senior management level. Extensive knowledge and understanding of Public Service prescripts and knowledge of the community development programme in the public service will serve as an added advantage.
DUTIES: The management and coordination of district wide service delivery improvement support programmes and interventions in line with the five concretes of the
province. Monitoring and evaluation of service delivery in the four districts. Facilitate and coordinate public participation programme.

ENQUIRIES : Mr. T.J. Mawelela, Tel, 018 - 3882696

POST 01/140 : DIRECTOR: CURRICULUM DEVELOPMENT REFERENCE NWOOP/18/01/03

SALARY : R948 174 per annum. (All Inclusive package Level 13)
CENTRE : Mahikeng
REQUIREMENTS : Appropriate three year degree and/or equivalent qualification (NOF level and Credits). Five years’ experience at middle management level. Extensive experience in curricula development and knowledge and understanding of Public Service prescripts. Strong leadership and management skills. Good interpersonal relations and ability to work with people at all levels.

DUTIES : Development and evaluation of new curriculum. Conduct research, needs analysis in consultation with Provincial Departments, Public and Private Training Institutions in the design and development of new curriculum. Coordinate the review/assessment of current curriculum to ensure that course/program rendered by the chief directorate meets intended objectives and requirements. Prepare training material for printing and develop course outlines to direct learning instruction. Develop and maintain research database that may be utilized to develop and review curriculum. Monitor, evaluation and quality assurance of curricula.

ENQUIRIES : T. Mokaila, Tel 018 388 5064

OTHER POSTS

POST 01/141 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REFERENCE NWOOP/18/01/04

SALARY : R657 822.00 per annum. Level 11 (all-inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor’s degree in Social Work or Psychology and/or equivalent (NQF level and credits). 5 - 7 years’ experience in Employee Health and Wellness field of which three years must be at a supervisory level. Registration with the Council for Social Services Professions or Health Professions Council of SA. A valid driver’s license.

DUTIES : Job Purpose: To manage HIV/AIDS and TB wellness Programmes in the workplace. Monitor and evaluate the implementation of Wellness and HIV, STI’s and TB policies and programmes in departments. Contribute to the drafting and review of Wellness and HIV related policies. Coordinate the designing and implementation of wellness and HIV, STI’s and TB Advocacy programmes and initiatives by departments. Conduct EHW audits and trends analysis. Manage EHW information to inform decision making in government operations, produce reports, support integration/collaboration across all the departments. Provide secretariat support services to the EHW Forum. Contribute to the revision or drafting of EHW policies and guidelines through documented research findings and recommendations. Contribute to the development of the directorate’s Annual Operational Plan, Annual Performance Plan and ensure that assigned projects are completed within the deadline, costs and quality required. Contribute to the determination of the directorate’s financial requirements and ensure that the budget allocated to the sub-directorate is spent to meet directorate’s service delivery objectives. Manage the performance of assigned personnel.

ENQUIRIES : Ms. C.S. Mokoka, Tel: 018 – 388 3835

POST 01/142 : DEPUTY DIRECTOR: MEDIA MONITORING AND RESPONSE REFERENCE NWOOP/18/01/05

SALARY : R657 558.00 per annum. Level 11 (all-inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor’s degree in Communication/ Journalism and or/ equivalent (NQF level and credits). 5-7 years’ experience in the field of Media monitoring of which three years must be at a supervisory level. Knowledge and understanding of
Government Communication policies, procedures and programmes. Excellent research, analytical, report writing and presentation skills.

**DUTIES**

Job Purpose: To provide media monitoring, analysis and rapid response services. Manage the daily monitoring of editorial content of news sources including print, broadcast, online and social media, about the North West Provincial Government. Manage the compilation of weekly and monthly provincial media evaluation reports. Coordinate the provision of rapid responses to provincial issues published in the media. Manage performance of subordinates and allocated resources.

**ENQUIRIES**

Ms B. Mohlakoana, Tel: 018 - 389 3705

**POST 01/143**

**DEPUTY DIRECTOR: POLICY RESEARCH AND DEVELOPMENT**

**REFERENCE**

NWOOP/18/01/06

**SALARY**

R657 558.00 per annum. Level 11 (all-inclusive package)

**CENTRE**

Mahikeng

**REQUIREMENTS**

Bachelor’s degree in Labour Law and or/ equivalent (NQF level and credits), 5 - 7 years’ experience in labour relations field of which 3 years must be at Assistant Director level. Thorough knowledge of the Public Service Act, 1994, Basic Conditions of Employment Act and Public Service Regulations. Analytic and problem-solving skills, good presentation skills, ability to manage projects and meet deadlines. Team player, be able to work under pressure, and flexible hours and display a high level of commitment. A valid driver’s license.

**DUTIES**

Job Purpose: To manage Labour Relations Policy Research and Development Processes. Identify policy gaps and conduct research on relevant subjects for labour relations. Design and develop training manuals. Benchmarking of labour relations policies against best practices. Development of skills profile and identification of labour relations training needs. Develop database of existing policies and participate in policy review process. Advise departments and managers with regard to correct application of policies. Maintain good relations with all policy stakeholders within the North West Provincial Government. Gather statistics and compile labour relations policy reports on quarterly basis and keep abreast of developments at Department of Public Service and Administration on a regular basis. Analyze the labour relations database and present analytic reports to the Provincial Labour Relations Practitioners Forum. Facilitation of labour relations training. Monitoring and evaluation of compliance with labour relations prescripts. Dissemination of information with regard to landmark cases and the effects of labour law in transition. Develop a periodic labour relations edition. Accept greater responsibility and perform other important tasks as required by the unit.

**ENQUIRIES**

Mr. B.S. Malwane, Tel: 018 – 3883010

**POST 01/144**

**DEPUTY DIRECTOR: RECRUITMENT AND SELECTION**

**REFERENCE**

NWOOP/18/01/07

**SALARY**

R657 558.00 per annum. Level 11 (all-inclusive package)

**CENTRE**

Mahikeng

**REQUIREMENTS**

Bachelor’s degree in Human Resources Management and/ or equivalent qualification (NQF level and credits), 5 - 7 years’ experience in the field of Human Resources Management of which three years must be at an assistant director level. A valid driver’s license, computer literacy and good communication, analytical and interpretation skills. Extensive work experience in performing policy management functions. Competencies: Management principles involved in strategic planning; Monitoring and evaluation methods, tools and techniques; knowledge of applicable Public Service legislative and Regulatory requirements, policies and standards; knowledge of advanced Excel skills for producing non-standardized PERSAL reports and PERSAL Management Information System reports; Advanced PERSAL System based auditing skills. Co-ordination functions.

**DUTIES**

Job Purpose: To manage the recruitment and selection processes. Provide administrative support in monitoring human resources recruitment processes; human resources selection and appointment processes; monitor the process of updating human resources records; ensure that the Public Service Strategy to reduce the recruitment period and the vacancy rate is implemented by all the
departments; contribute to the revision or drafting of policies and guidelines; provide secretariat support and services to the Human Resource Practices and Administration Technical Support Forum; contribute in the development of the directorate’s annual work-plan or annual performance plan and ensure that assigned projects are completed within the deadline, costs and quality required; contribute to the determination of the directorate’s financial requirements and ensure that the budget allocated to the directorate is spent to meet directorate’s service delivery objectives; conduct PERSAL System-based HR audits related to all HR Administration functions; produce MIS reports on a monthly basis; produce the PERSAL Exception reports based on the HR audits monthly; perform all the HR Performance Monitoring, Evaluation and Intervention functions; monitor and evaluate the maintenance of the PERSAL Establishment structures monthly; compile PERSAL vacancy reports monthly; manage staff.

ENQUIRIES:
Mr. K.H. Digoamaje, Tel: 018 – 3883106

POST 01/145: DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REFERENCE NWOOP/18/01/08

SALARY: R657 558.00 p.a. Level 11 (All Inclusive Package)
CENTRE: Dr. Ruth Segomotsi Mompati District (Vryburg)
REQUIREMENTS: Bachelor’s degree/ National diploma in Public Administration/Management and/ or equivalent (NQF level and Credits). 5-7 years relevant experience of which 3 years must be at supervisory level. Accurate writing and reporting skills.  Analytical and decision making with strategic thinking. Understanding of the Public Service statutes and application thereof.

DUTIES: Job Purpose: To coordinate Service Delivery, Monitoring and Interventions Coordinate the roll out of the households and community engagements plans in the District. Develop service plan interventions in response to the identified needs and assess referrals to the District Setsokotsane Operation Centre. Consolidate the verification reports on resolutions facilitated in the District. Facilitate the publication of the case on Semphete and verify the Service Delivery agents database registered in the District Setsokotsane Operation Centre. Develop the frontline service delivery management schedule for the District and facilitate the feedback meeting for assessment sites with the relevant sectors. Facilitate the impact assessment of the public participation programmes in the District, writing and submission of the articles on Semphete newsletter.

ENQUIRIES:
Mr. A. M. Gaetsosiwe, Tel 053 -9280358

POST 01/146: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REFERENCE NWOOP/18/01/09

SALARY: R657 558.00 p.a (all-inclusive package level 11)
CENTRE: Mafikeng
REQUIREMENTS: A bachelor’s degree in Logistics Management/Supply Chain Management/Purchasing Management and or equivalent (NQF level and Credits). 6-7 years’ experience in Supply Chain Management/procurement of which 3 years should be at junior management level. Knowledge of Supply Chain Management prescripts and understanding of legislative framework. Knowledge of PFMA/Treasury regulations.

DUTIES: Job purpose: To manage and provide Supply Chain Management services. Provide end to end support, guidance and advice on Supply Chain Management value chain. Manage the implementation of Supply Chain Management systems, policies and procedures. Management of staff. Ensure effective and efficient functioning of Supply Chain Management Committees. Management and administration of Bids and related processes.

ENQUIRIES:
Mr. O.D. Gaolaolwe, Tel: 018-388 4240

POST 01/147: REGIONAL MANAGER: END USER SUPPORT REFERENCE NWOOP/18/01/10

SALARY: R417 552.00 per.annum. Level 10
CENTRE: Potchefstroom
REQUIREMENTS: Bachelor’s degree in Information Technology and/or equivalent qualifications (NQF level and Credits). 3 - 5 years’ experience in a medium to large Information Technology environment of which 2 years must at a supervisory level. COMPTIA Certifications, ITIL, COBIT will serve as an added advantage. Knowledge and understanding of government policies, rescripts and ICT priorities, a valid driver’s license. Willingness to travel and work irregular hours. Good communication, customer relations and people management skills. Understanding of the Desktop and Network support fields.

DUTIES: Job Purpose: To oversee the regional office and staff and ensure that end users receive the appropriate technical assistance as per the standard service level agreements with Departments. Manage the Regional Office. Monitor and maintain the LAN and WAN sites of the region. Track performance statistics and produce monthly and quarterly reports, coupled with an annual improvement plan. Meet the set turnaround times for support. Offer desktop and network support, including software and hardware support. Communicate important service and government announcements to the clients. Participate in the Directorate’s Strategic Planning engagements. Mentor and develop the technical staff, including interns. Identify, recommend, develop, and implement end user training programs to increase computer literacy and self-sufficiency. Attend Infrastructure cabling site visits. Liaise with service providers on ICT matters of the regional office. Work closely with the Infrastructure Directorate, the Customer Care Centre and Departments. Generic junior management duties and management of staff.

ENQUIRIES: Mr T. Leseyane, Tel: 018 - 384161

POST 01/148: ASSISTANT DIRECTOR: ASSISTANT SYSTEM CONTROL & BANKING SERVICES REFERENCE NWOOP/18/01/11

SALARY: R334 545.00 per annum. Level 9
CENTRE: Mahikeng
REQUIREMENTS: Bachelor’s degree in Financial Management with Accounting as one of the major subjects and/or equivalent qualifications (NQF level and credits). 3 - 5 years’ experience in budgeting and expenditure management of which 2 year must at a supervisory level.

DUTIES: Job Purpose: To carry out the Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and monitoring of assets & liabilities. Administration of debts in the Office. Contribute towards the preparation and consolidation of the Interim and Annual Financial Statements. Populate the Financial Statement with the Trial Balance information and inputs from other Directorates. Ensure assets and liabilities reports are prepared and authorised for submission during the Interim Financial Statements and Annual Statements. Verify the correctness and accuracy of the reports and provide narrations where required. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Print Bank Reconciliation Certificate and ensure that it is signed by the Accounting Officer and relevant Senior Officials before submission to Provincial Treasury. Prepare relevant Suspense accounts reconciliation reports for submission to Provincial Treasury monthly and ensure timeous submission. Attend to Audit queries and management of staff.

ENQUIRIES: Mr. O.W.B. Koikanyang, Tel: 018 – 3885043

POST 01/149: ASSISTANT DIRECTOR: INFORMATION SECURITY REFERENCE NWOOP/18/01/12

SALARY: R334 545.00 per annum. (Level 09)
CENTRE: Mafikeng
REQUIREMENTS : Bachelor’s degree/National diploma in Security/ Risk Management and/or equivalent qualification (NQF level and Credits). 3-5 years relevant working experience in Information Security field of which 2 year must be at a supervisory level. Qualifications or Certificates in SSA security manager’s course, Communication security (Cryptography) offered by SACSA will serve as an added advantage. Registration with PSIRA. A valid driver’s licence. Computer literacy. Good communication, writing and interpersonal relations skills. Investigations skills and ability to work independently and under pressure. Willingness to travel, work extended hours and weekends if required. Extensive knowledge with regard to all prescripts that govern information security such as MISS etc. and Public Service Act & Regulations.


ENQUIRIES : Mr. M.S. Dince, Tel: 018-3883018

POST 01/150 : SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REFERENCE NWOOP/18/01/13

SALARY : R281 418.00 per.annum. (Level 8)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor’s degree in Financial Management with Accounting as one of the major subjects and / or equivalent qualifications (NQF level and credits). 2 – 4 years’ experience in budgeting and expenditure management of which 1 year must be on a supervisory level. Preference will be given to candidates with appropriate experience in Basic Accounting System (BAS), experience in cash flow or budgeting and expenditure control. Working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations.

DUTIES : Ensure that the budget is captured correctly and accurately on the BAS system. Participate in the preparation of the monthly expenditure reports for the business units. Compilation of monthly reports to Treasury and identify potential cost saving opportunities in order to limit fruitless expenditure. Investigate expenditure misallocation and processing of journals. Assist the Budget managers in collecting/obtaining relative financial, budgetary information to execute the budget management function. Take part in arranging Budget Control Committee (BCC) meetings. Prepare a variety of financial/ budgetary reports and statistics. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as Office financial policies and procedures are adhered to. Supervise staff.

ENQUIRIES : Mr. O.W.B. Koikanyang, Tel: 018 – 3885043

POST 01/151 : SENIOR ADMINISTRATIVE OFFICER: EXCO SUPPORT REFERENCE NWOOP/18/01/14

SALARY : R281 418.00 per.annum. (Level 8)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor’s degree in Public Administration/Public Management and or/ equivalent qualification (NQF level and credits). 2 – 4 experience in Office Administration of which 1 year must be on a supervisory level. Knowledge of Public Finance

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Management Act (PFMA). Computer literacy; Communication (verbal and written) skills Interpersonal skills.

**DUTIES**: To render effective and efficient office management support to the Directorate as a whole. Ensure that good and services needed are procured timeously and within the prescribed procedure. Provide general oversight with regard to the maintenance of the filing of confidential submissions and general correspondence. Take part in the monitoring of the budget by ensuring that proper records of all expenditure are kept. Process orders and payments for expenses related to meetings venues, catering, etc. Coordinate all HIV/AIDS related matters

**ENQUIRIES**: Ms. M Van der Berg, Tel: 018 -3883035

**POST 01/152**: HARDWARE TECHNICIAN REFERENCE NWOOP/18/01/15

**SALARY**: R281 418.00 per annum. (Level 8)

**CENTRE**: Brits / Rustenburg

**REQUIREMENTS**: Bachelor’s degree in Information Technology and/ or equivalent qualifications (NQF level and credits). 2 - 4 years’ experience in a medium to large enterprise of which 1 year must be at a supervisory level. Microsoft, Novell, Linux and CompTia qualifications and experience in wireless networks will serve as an added advantage. A valid driver’s license. Knowledge and understanding of government policies, rescripts and ICT priorities, willingness to travel and work irregular hours. Good communication, customer relations and people management skills. Understanding of the Desktop and Network support fields.

**DUTIES**: Provide PC and network support on the Local Area Network and Wide Area Networks (+70 sites). Configure, test and install Windows PCs, printers, routers, switches and other computing and network peripherals/equipment. Install and configure official software on users’ PCs and laptops. Advise users on technologies, hardware and software. Configure mobile devices for network resources such as e-mail, file sharing, etc. Work hand-in-hand with Departmental Information Technology Units to ensure standardization. Support implementation of new computer and network projects and new hardware installations. On a daily basis, monitor and maintain the regional network. Respond within agreed time limits to call-outs. Work closely with the Customer Care Centre and the Infrastructure Directorate to resolve problems, incidents and requests. Report monthly and mentor interns.

**ENQUIRIES**: Mr. T. Leseyane, Tel: 018 -3884161

**POST 01/153**: COMMUNICATION OFFICER: MEDIA RELATIONS REFERENCE NWOOP/18/01/16

**SALARY**: R281 418.00 per annum (Level 8)

**CENTRE**: Mahikeng

**REQUIREMENTS**: Bachelor’s degree in Communication/ Journalism and/ or equivalent qualification (NQF level and credits). 2 – 4 years’ experience in the media and communication environment of which 1 year must be at a supervisory level. Knowledge and understanding of Government Communication policies, procedures and programmes. Understanding of the Code of good conduct for government communicators. Good verbal and written communication skills. Computer Literate and a valid driver’s license.

**DUTIES**: Job Purpose: The production of media related material and media liaison management support services. The compilation and implementation of Media and Communication plans. Draft content for media alerts, advisories, statements, advertisements and advertorials. Provide support in the coordination of media engagement sessions such as press conferences and networking sessions. Write articles for government newspaper. Compiling daily media monitoring and evaluation reports. Provide social media administration support.

**ENQUIRIES**: Ms B. Mohlakoana, Tel: 018 - 388 3705

ANNEXURE M

PROVINCIAL ADMINISTRATION: WESTERN CAPE

DEPARTMENT OF AGRICULTURE
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.

CLOSING DATE : 31 January 2018 at 16:00

OTHER POSTS

POST 01/154 : SENIOR LECTURER: VITICULTURE AND OENOLOGY, REF NO. AGR 2017-79

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 4 year BSc Degree in Agriculture or 4-year Degree in Education; A minimum of 6 years’ appropriate experience in an agricultural scientific environment of which 3 years must be lecturing experience; A valid (code B) drivers licence. Recommendations: Successfully completed training as an assessor and moderator; Specialization in Viticulture and Oenology. Competencies: Proven knowledge of the subject field; Proven computer literacy (MS Office); Supervisory and management skills; Formal training, presentation and facilitation skills; Good communication skills (write, read and speak) in at least two of the official languages of the Western Cape.

DUTIES : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards; Conduct classes; Present short courses/ vocational training to Higher Education and Training (HET), Technical and Vocational Education and Training (TVET) students and other stakeholders; Oversee and conduct applied and information research on production units; Perform and oversee administration and extracurricular functions.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Ms R Wentzel at (021) 808 5019/8

POST 01/155 : OFFICE MANAGER: FINANCE, REF NO. AGR 2017-80

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : 3-year tertiary qualification with a minimum of 3 years’ experience in rendering executive support functions to top management, A valid code B drivers licence. Recommendations: None. Competencies: Draft complex documentation; Computer literacy; Interpersonal relations; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the top manager; Provide support to the top manager with regard to meetings; Manager resources of the office of the top manager; Perform administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Ms A Speelman at (021) 808 5006

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE: 31 January 2018 at 16:00

OTHER POSTS

POST 01/156: ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE CONTROL, REF NO. CAS 2017-47

SALARY: R 334 545 per annum (Salary level 9).

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: A 3-year tertiary qualification with a minimum of 3 years’ experience in Management Accounting. Recommendations: Experience in the following: Cash Flow Management; Analytical reviews; Compilation and completion of appropriation statement and adjustment estimates. Competencies: Knowledge of the following: Cash Flow Management; Appropriation Statement and Adjustments Estimate process; BAS; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Skills in Microsoft Office, with an emphasis on Excel (Pivot tables); Supervisory skills.

DUTIES: Control of revenue and expenditure against appropriated funds; Compilation of monthly analytical reports to management; Compilation of the monthly IYM report to Provincial Treasury and National Departments in terms of conditional grants; Co-ordinate, plan, compile and load the adjustments budget; Compilation of the Appropriation Statement for the AFS; Provide training and guidance regarding revenue and expenditure to all levels of management; Supervise personnel.

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

ENQUIRIES: Mr L Ntamo at (021) 483 9552

POST 01/157: SENIOR STATE ACCOUNTANT: INTERNAL CONTROL, REF NO. CAS 2017-46

SALARY: R 281 418 per annum (Salary level 8).

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: 3-year Tertiary qualification in Finance/Internal Audit, with a minimum of 1 year experience in a financial environment. Recommendations: A valid code 8 (EB) driver’s licence. Competencies: Knowledge of the following: Relevant legislation and policies; Budgeting processes; Financial norms and standards; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; Monitoring, evaluation and reporting skills; Leadership and research skills.

DUTIES: Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of internal audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management and Ethics Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.

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

ENQUIRIES: Mr D Esau at (021) 483 9633

DEPARTMENT OF COMMUNITY SAFETY

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.

**CLOSING DATE** : 31 January 2018 at 16:00

**OTHER POSTS**

**POST 01/158** : **ADMINISTRATIVE OFFICER: POLICY MONITORING, REF NO. CS 2017-33**

**SALARY** : R 226 611 per annum (Salary level 7).

**CENTRE** : Department of Community Safety, Western Cape Government

**REQUIREMENTS** : A Senior Certificate (Grade 12) with 3 years’ experience in an administrative support capacity and working knowledge of police station environment with specific reference to the Domestic Violence Act; A valid drivers’ licence; Be prepared to travel, when required. Recommendations: A 3-year tertiary qualification in Policing or Public Management; Experience in working with data bases and working with the public, Proven experience in dealing with SAPS service delivery complaints and implementation of the Domestic Violence Act at police station level and in report writing. Competencies: Conduct oversight audits through monitoring tolls such as NMT, DVA, PMT and EPP; Participate in the execution of special projects as determined by CSPS; Rendering support in ensuring the effective functioning of the DVA Compliance Forum; Render support in ensuring the effective functioning of the IPID Consultative Forum; Execution of functions to gather information and capture complaints on the PCC data base; Communication with complainants on complaints registered; Use of the PCC database management programme in order to generate reports; Execution of all ad hoc tasks assigned.

**DUTIES** : Conduct oversight audits through monitoring tolls such as NMT, DVA, PMT and EPP; Participate in the execution of special projects as determined by CSPS; Rendering support in ensuring the effective functioning of the DVA Compliance Forum; Render support in ensuring the effective functioning of the IPID Consultative Forum; Execution of functions to gather information and capture complaints on the PCC data base; Communication with complainants on complaints registered; Use of the PCC database management programme in order to generate reports; Execution of all ad hoc tasks assigned.

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

**ENQUIRIES** : Mr W Bezuidenhout at (021) 483 8890

**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

**CLOSING DATE** : 31 January 2018 at 16:00

**OTHER POSTS**

**POST 01/159** : **CHIEF TOWN AND REGIONAL PLANNER: DEVELOPMENT INTELLIGENCE MANAGEMENT AND RESEARCH, REF NO. EADP 2017-39**

**SALARY** : R 805 806 per annum (As prescribed by OSD).

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : 4-year tertiary qualification or post-graduate degree in Urban/Town/City and Regional planning with 6 years’ post qualification experience in town and regional planning or spatial planning and land use management or development planning, Registration with SACPLAN as professional planner on appointment; A valid code B driver’s licence. Recommendations: Experience in the following: applied
research and analytical skills, government and/or transversal and inter-disciplinary environment. Competencies: Knowledge of the following: Ability to perform related research and development, including applied knowledge in M&E; Spatial planning and land use management systems, principles and best practice; Application of research methods and approaches, innovation and creativity capabilities; Ability to think and operate strategically and lead staff and diverse teams of professionals, service providers and stakeholders, displaying excellent written and oral communication skills.

**DUTIES**
Support the director with the provision of Development Planning Intelligence Management, Policy Coordination and Research Services; Support and assist the directorate with project management services in implementing departmental and transversal projects, programmes and processes; Lead with the development and implementation of, advocacy and monitoring of the Development Planning Intelligence Management Framework and Research Agenda; Representing the Directorate: Development Planning Intelligence Management and Research in relevant forums: Support the Chief Directorate: Development Planning Intelligence Management and Research with the provision of development Facilitation services, development management services and spatial planning and Land Use Management advisory and support services as and when required; Support the Director: Development Planning Intelligence Management and Research with strategic and operational management and administrative tasks as required.

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

**ENQUIRIES**
Mr AP Barnes at (021) 483 4093

**POST 01/160**
ENVIRONMENTAL OFFICER PRODUCTION: AIR QUALITY REGULATORY SERVICES, REF NO. EADP 2017-40

**SALARY**
Grade A: R 240 015 per annum;
Grade B: R 282 726 per annum;
Grade C: R 331 533 per annum, (Employees qualify for grade progression upon compliance with grade progression requirements as prescribed by OSD).

**CENTRE**
Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**
A relevant National Diploma in Environmental Management/ Natural or Physical Sciences field; a valid code B driver's licence. Recommendations: Working knowledge/ experience in the following: Environmental Pollution/ Air Quality Management; Air quality monitoring/ management planning; Implementation of air quality/ environmental pollution related projects; Environmental legislation/ policy; Compliance monitoring and enforcement. Competencies: Training and/or experience in contributing to air quality/pollution management; Training and/or experience in the implementation of specific projects related to pollution management, specifically air quality management; Training and/or experience in compliance monitoring and enforcement as it related to air quality/environmental pollution management; Provide assistance with administrative and related functions.

**DUTIES**
Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/environmental pollution/environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/environmental pollution management; Provide assistance with administrative and related functions.

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

**ENQUIRIES**
Dr J Leaner at (021) 483 2888

**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.

CLOSING DATE: 31 January 2018 at 16:00

OTHER POSTS

POST 01/161: ADMINISTRATIVE OFFICER: POLICY AND STRATEGY SUPPORT, REF NO. LG 2017-29

SALARY: R 226 611 per annum (Salary Level 7).
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate B-Degree with a minimum of 2 years' administrative experience. Recommendations: None. Competencies: Knowledge of the following: Duty of an administrator within the directorate; Project management; Understanding the constitution, planning cycle and reporting processes applicable to government; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent report writing skills.
DUTIES: Perform general administrative duties; Support with the maintenance of the Knowledge Management System in the directorate; Support with the dissemination of Departmental Strategic publications and documentation; Responsible for performance information evidence; Support with logistical arrangements for all strategic engagements; Liaise with both internal and external stakeholders for example (i.e. ensuring that procurement processes are adhered to according to the specifications provided for the services rendered).
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES: Ms B Molale at (021) 483 2312

POST 01/162: COMMUNITY DEVELOPMENT WORKER, REF NO. LG 2017-28 (3 POSITIONS AVAILABLE)

SALARY: R 183 558 (Salary level 6).
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate) with a minimum of 3 years' experience in community development. Recommendations: Community Development Learnership Certificate; Unendorsed driver’s licence or willingness to obtain licence within 12 months of appointment; Proof of voluntary work in community projects. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge and understanding of needs and challenges of communities in the Western Cape; Excellent communication skills (verbal and written); Good verbal and written communication skills in English; Computer literacy in MS Office, Internet, MS Outlook as well as PowerPoint.
DUTIES: Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services; Maintain accurate records and submit required reports, in compliance with provincial and national procedures and requirements of the provincial manager.
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES: Mr M Bell at (021) 483 3039

POST 01/163: REGISTRY CLERK AND DRIVER: REGISTRY SERVICES, REF NO. LG 2017-30

SALARY: R 152 862 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 working experience; Registry/Records Management course; A valid driver’s licence

Competencies:
- A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); J-track system; Public Services Act; Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing database and filing system; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES:
Administration of historical records; Transport services for Record Management and registry; Assist to conduct audits, inspection and review.

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

ENQUIRIES:
Mr L Naphakade at (021) 483 2187

DEPARTMENT OF THE PREMIER

OTHER POSTS

POST 01/164:
COMMUNICATION STRATEGIST (1-YEAR CONTRACT) (DOTP 2018-01)

SALARY:
All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13).
Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
The ideal candidate will have a minimum of 6 years middle/senior managerial experience; and will be in the possession of an Honours Level Degree (NQF Level 8 as recognised by SAQA). Recommendations: Experience within a public relations and communication strategy environment will be advantageous. Qualifications in the fields of Corporate Communication and Communication Sciences will be beneficial to any candidate applying for this position. Competencies: Knowledge: Advanced knowledge of strategy development, strategy management and communication strategy processes. Knowledge of standard and advance communication systems. Knowledge of Constitutional, legal and institutional arrangements. Knowledge of provincial policy development processes. Knowledge of strategic and project management. Knowledge on the latest trends in the communication industry, knowledge of financial norms and standards (PFMA, NTR, Provincial Treasury Directives and Instructions. Budgeting processes. National and Provincial instruments and legislation pertaining to people management. Skills: Ability to analyse, conceptualise and implement policy. Budgeting skills. Communication skills. Computer literacy skills. Critical thinking, innovation and problem solving skills. Excellent networking and network formation skills. Excellent strategic thinking and superlative verbal and written communication skills. Leadership skills with specific reference to the ability to display thought leadership in complex situations. Management accounting skills. Monitoring, evaluation and reporting. Numeracy and accuracy. Policy development. Presentation skills. Problem solving. Project management and planning skills. Research skills. Strong inter-personal and relationship management skills.

DUTIES:
Research and Communication Strategy Research into communication industry trends, platforms, campaign features, public participation and other modalities such as community engagement and client relationship management, and how these can be translated into a strategy and model that prioritises the needs of the Western Cape Government. Analysis and Evaluation of the Western Cape Government client domain (citizens and other stakeholders) as recipients of the Western Cape Government communications message, as well as incorporating the strategy and model into the Western Cape Government organisational landscape. 2. Compilation of a Communication Strategy Develop a comprehensive transversal WCG strategy that incorporates innovative communication modelling which informs the WCG on medium and long term strategic visioning for
communications. Provision of key pointers emanating from the transversal strategy and model to inform optimal functioning of the organisation, which would flow into optimal delivery of a communications service in the Western Cape Government.

3. Advice on strategy and strategic implementation. Identification of key sector/industry specific skills, competencies and professional requirements to implement a strategy and model. Development and appropriate implementation model to support the strategy. Provision of key pointers which will ensure optimal delivery of broad-range communication strategies and plans, community engagement programmes, plans, message management processes, brand strategies and public participation strategies in the WCG. Provide appropriate recommendations to support the implementation of the transversal strategy and model. 4. Leadership Manage members of various levels, who are participants in different project teams, both directly and indirectly in order to achieve the project outcomes. Financial management, and good financial and corporate governance related to projects assigned to the position.

ENQUIRIES: Mr AF Joemat (021) 483 6708
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
NOTE: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

CLOSING DATE: 15 January 2018 at 16:00

POST 01/165: STATE LAW ADVISER: LEGISLATION, REF NO. DOTP 2017-108

SALARY: LP 7: R 684 423 per annum or LP 8: R 806 205 per annum (prescribed by OSD)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification experience. Recommendations: Proven experience in legislative drafting; General knowledge of parliamentary processes; Computer literacy. Competencies: Legal writing and legislative drafting skills; Good working knowledge of legislation and case law relating to Constitutional and Administrative Law, Interpretation of Statutes and other areas of the South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape; Well-developed research and legal writing skills; Innovative problem-solving skills and analytical skills; Organising and planning skills.

DUTIES: Formulate, draft and edit provincial legislation and other legislative instruments in accordance with accepted legislative drafting practices; Prepare comments on draft national legislation that impacts on provinces; Attend consultations with departmental officials; Provide legal advice and legal opinions to the Premier, Provincial Ministers, Heads of Department and departmental officials; Scrutinise, draft and edit legal correspondence; Attend and advise client departments at parliamentary committee hearings on draft legislation.

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES: Ms A Vosloo at (021) 483 4353

POST 01/166: ANALYST DEVELOPER: HEALTH, SOCIAL DEVELOPMENT AND REGIONAL SERVICES, REF NO. DOTP 2017-105 (4 X THREE-YEAR CONTRACT POSITIONS)
SALARY : R 334 545 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 systems development and analysis. Recommendations: None. Competencies: Knowledge of the following: HR matters; Finance; Information technology systems; Technical standards/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 : Supervise work of contractors; 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 L Benting at (021) 483 8941
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
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.
CLOSING DATE : 31 January 2018 at 16:00
POST 01/167 : FORENSIC CONSULTANT: FORENSIC CONSULTANT CLUSTER B, REF NO. DOTP 2017-110
SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification in Commerce/ Law/ Forensics/ Auditing with a minimum of 3 years’ relevant experience; A valid driver’s licence. Recommendations: Certified Fraud Examiner professional designation. Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysing and Interviewing skills and ability to take statements during investigations; Communication (written and verbal) skills; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports.
DUTIES : Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders. Systems for data enhancement and strategic integration.
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 31 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.

ENQUIRIES : Mr R Janse van Rensburg at (021) 483 0901

POST 01/168 : ASSISTANT DIRECTOR: PEOPLE ANALYTICS, REF NO. DOTP 2017-77

SALARY : R 334 545 per annum (Salary level 9).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A completed 3 - year Degree majoring in Industrial Psychology/Human Resource Management or Statistics; A minimum of 3 years’ relevant experience. Recommendations: Post graduate degree in Industrial Psychology; Experience in Strategic Human Resource Management and / or Big Data Management and reporting; Strong innovation ability and information systems knowledge. Competencies: Knowledge of People Management (HR) policies and rules within a strategic context; Knowledge of big data management and system standardisation; Excellent Analytical and Reasoning skills; Advanced knowledge of Evaluations / Assessment tools, systems and processes; Skills in project management (coordination and persuasion).

DUTIES : Responsible for conducting evaluations and assessments of people management practices, projects and programmes; Ensure that People Management Analytics Frameworks are implemented; Responsible for research and drafting of trend analysis reports; global people management research; Liaison with executives from client departments as well as with people management specialists; Responsible for monitoring people management compliance and improvement strategies; Facilitate the development of people management systems for data enhancement and strategic integration.

ENQUIRIES : Mr V Titus at (021) 483 4923
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.

CLOSING DATE : 31 January 2018 at 16:00

POST 01/169 : PERSONAL ASSISTANT: EMPLOYEE RELATIONS, REF NO. DOTP 2017-112

SALARY : R 226 611 per annum (Salary level 7).
CENTRE : 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. Recommendations: A valid driver’s licence and a willingness to travel. Competencies: Knowledge of the following: Public service Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent (written and verbal) communication skills in at least two of the official languages of the Western Cape Province; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

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

ENQUIRIES : Ms R Patel at (021) 483 5118
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.

CLOSING DATE: 31 January 2018 at 16:00

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

CLOSING DATE: 31 January 2018 at 16:00

OTHER POSTS

POST 01/170: SOCIAL WORK SUPERVISOR: DELFT SERVICE DELIVERY AREA, REF NO. DSD 2017-129

SALARY: Grade 1: R 341 322 - R 395 685 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: None. 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 C Engel at (021) 483 7675

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

POST 01/171: SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS AND SUBSTANCE ABUSE, (2 POSITIONS AVAILABLE), REF NO. DSD 2017-120

SALARY: Grade 1: R 323 178 – R 362 106 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: Social work and substance abuse; Current legislation, international instruments, policies and procedures impacting on substance abuse; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

**DUTIES**
Develop, implement and maintain social work policies aimed at substance abuse and older persons; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.

**ENQUIRIES**
Mr D Cowley at (021) 483 6296

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

**POST 01/172**
SOCIAL WORKER: DISABILITY AND OLDER PERSONS, REF NO. DSD 2017-119

**SALARY**
Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

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

**REQUIREMENTS**
A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Experience with regard to disability and older persons and the development of relevant programmes. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

**DUTIES**
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

**ENQUIRIES**
Ms P Momoza at (021) 483 4015/ Ms D Fortuin at (021) 483 3992
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 01/173: SOCIAL WORKER: SOCIAL WORK SERVICES, CEDERBERG: REF NO. DSD 2017-122

SALARY: Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker
Grade 1: No experience;
Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES: Ms C Nell at (027) 213 2096

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

POST 01/174: SOCIAL WORKER: BREEDE RIVER: SOCIAL WORK SERVICES, REF NO. DSD 2017-123

SALARY: Grade 1: R 226 686 – R 262 785 per annum,
Grade 2: R 278 784 – R 323 178 per annum,
Grade 3: R 341 322 – R 395 685,
Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker.
Grade 1: No experience;
Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Recommendations: None. Competencies: Knowledge of the relevant legislation,
policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills

**DUTIES**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

**APPLICATIONS**

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

**ENQUIRIES**

- Ms L Louw at (023) 348 5300

**POST 01/175**

- SOCIAL WORKER: BREEDE RIVER, WINELANDS: SOCIAL WORK SERVICES, REF NO. DSD 2017-124

**SALARY**

- Grade 1: R 226 686 – R 262 785 per annum,
- Grade 2: R 278 784 – R 323 178 per annum,
- Grade 3: R 341 322 – R 395 685,
- Grade 4: R 419 784 – R 516 279 per annum (OSD as prescribed).

**CENTRE**

- Department of Social Development, Western Cape Government

**REQUIREMENTS**

- A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

- Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

**DUTIES**

- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

ENQUIRIES: Ms L Louw at (023) 348 5300

POST 01/176: ASSISTANT DIRECTOR: MONITORING AND EVALUATION, REF NO. DSD 2017-117

SALARY: R 334 545 per annum (Salary Level 9).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A 3-year tertiary qualification with a minimum of 3 years’ experience in administration, monitoring and evaluation and programme and project management. Recommendations: None. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Relationship Management; Monitoring and Evaluation methods, tools and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Applied strategic thinking; Problem solving and decision making skills.

DUTIES: Assist in the development, maintenance and review of a departmental framework for monitoring review and reporting aligned to provincial and national M & E frameworks; Assist in the development of a departmental performance indicator system; Assist in the development, collation, validation, analysis, advice and report on relevant performance and output indicators for transversal and departmental programmes; Support the executive management on special projects.

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

ENQUIRIES: Ms M Fogell at (021) 483 6279

POST 01/177: ASSISTANT DIRECTOR: EXECUTIVE SUPPORT, REF NO. DSD 2017-130

SALARY: R 334 545 per annum (Salary Level 9).

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: Social work and substance abuse; Current legislation, international instruments, policies and procedures impacting on substance abuse; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES: Develop, implement and maintain social work policies aimed at substance abuse and older persons; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.

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

ENQUIRIES: Mr D Cowley at (021) 483 6296

POST 01/178: STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING, REF NO. DSD 2017-118

SALARY: R 281 418 per annum (Salary Level 8).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: 3-year tertiary qualification with a minimum of 3-year experience in Public Finance. Recommendations: None. Competencies: Knowledge and understanding of the
following: PFMA, NTR, OPTI, DORA, departmental instructions and delegations; Financial Management Systems (FMS); Compilation of financial statements; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer Literacy.

**DUTIES**

- Assist with the compilation of the budget; Assist and report on the MTEF budget;
- Implement and report on expenditure and revenue patterns; Alignment of department’s budget with the strategic plan; Performing costing analysis; Perform supervisory functions.

**APPLICATIONS**

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

**ENQUIRIES**

Ms J Abercrombie at (021) 483 3927

**POST 01/179**

PERSONAL ASSISTANT: SUPPLY CHAIN MANAGEMENT, REF NO. DSD 2017-121

**SALARY**

R 226 611 per annum (Salary level 7).

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

- A Senior Certificate or equivalent qualification with a Secretarial/ Office Administration Qualification; A minimum of 3 years’ experience in rendering a support function to management. Recommendations: None. Competencies: Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Computer literacy in MS office; Planning and organising skills; Interpersonal skills.

**DUTIES**

- Provide secretarial service to the Director; Render an administrative support service and manage the diary of the director; Provide support to the Director regarding meetings; Support the Director with the administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood.

**APPLICATIONS**

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

**ENQUIRIES**

Ms P Momoza at (021) 483 4015/ Ms D Fortuin at (021) 483 3992

**POST 01/180**

CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, OUTENIEKWA, REF NO. DSD 2017-125

**SALARY**

- Grade 1: R 124 047 – R 138 378 per annum,
- Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

- A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law.

**DUTIES**

- Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

ENQUIRIES: Ms B Nicholas at (044) 8037500

POST 01/181: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, VREDELUS, REF NO. DSD 2017-128

SALARY: Grade 1: R 124 047 – R 138 378 per annum,
Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law.

DUTIES: Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth’s his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g log books, medication registers, incident reports etc.; perform all the clerical functions required by the job.

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

ENQUIRIES: Mr M Benting at (021) 931 0234

POST 01/182: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, DE NOVO, REF NO. DSD 2017-127

SALARY: Grade 1: R 124 047 – R 138 378 per annum,
Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A National Senior Certificate (Grade 12); Experience:
Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/ Administrative procedures, Rules and
procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law.

**DUTIES**: Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g. log books, medication registers, incident reports etc; perform all the clerical functions required by the job.

**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)

**ENQUIRIES**: Ms D Bougaard at (021) 988 1138

**POST 01/183**: CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES, BONNYTOWN, REF NO. DSD 2017-126

**SALARY**: Grade 1: R 124 047 – R 138 378 per annum; Grade 2: R 146 811 – R 165 231 per annum, (Notch dependent on experience)

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

**REQUIREMENTS**: A National Senior Certificate (Grade 12); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes, Clerical/Administrative procedures, Rules and procedures of the care centre, Planning and organising skills, Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape. Have the ability to work with children in conflict with the law.

**DUTIES**: Receive children and youth to the care facility after admission; this would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen. Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required. Assist with the implementation of planned activities, developmental and therapeutic programmes. Observe, record and report occurrences emanating from the interventions. Engage in basic life space to promote the development and care of children and youth. This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, and bed making, cleaning of rooms and studying. Perform administrative work relevant to the job. Complete daily registers e.g. log books, medication registers, incident reports etc; perform all the clerical functions required by the job.
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

ENQUIRIES: Mr E Buys at (021) 986 9100

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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.

CLOSING DATE: 31 January 2018 at 16:00

OTHER POSTS

POST 01/184: CHIEF QUANTITY SURVEYOR, REF NO. TPW 2017-254 (2 POSITIONS AVAILABLE)

SALARY: All-inclusive salary package of R 805 806 per annum (as per OSD prescripts).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Degree in Quantity Survey or equivalent plus registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor; A minimum of 6 years post qualification in Quantity Surveying experience required; A valid Code B driving licence. Recommendations: None. Competencies: Technical: Programme and project management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

DUTIES:

Quantity Survey analysis effectiveness: - perform final review and approvals or audits on quantity survey procedures; Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: - manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives; Financial Management: - ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: - allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirements; Provide technical specialist services for the operation of quantity survey related matters to minimise possible risks; Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to
ensure effective knowledge management according to departmental objectives; People Management: - manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

ENQUIRIES: Ms Jodie Thomas at (021) 483 2004

POST 01/185 : QUANTITY SURVEYOR, PRODUCTION, REF NO. TPW 2017-255

SALARY: Grade A: R 549 639 per annum,
Grade B: R 628 452 per annum;
Grade C: R 715 323 per annum, OSD as prescribed.

CENTRE REQUIREMENTS: An appropriate Degree in Quantity Survey or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driver’s licence. Recommendations: None. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management.

DUTIES: Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey; Ensure adherence to quantity determination standards; Provide quantity survey advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity survey related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity survey work and processes; Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

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

ENQUIRIES: Ms J Thomas at (021) 483 2004

POST 01/186 : PROFESSIONAL ENGINEER: MECHANICAL, REF NO. TPW 2017-257

SALARY: Grade A: R 637 875 per annum;
Grade B: R 726 048 per annum;
Grade C: R 830 166 per annum (Employees qualify for grade progression upon compliance with grade progression requirements as prescribed by OSD).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
A relevant engineering degree [B Eng/BSC (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; Valid driver’s licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. None. Competencies: Technical knowledge are as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES:
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

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

ENQUIRIES:
Ms J Thomas at (021) 483 2004

POST 01/187:
ASSISTANT DIRECTOR: MASAKH’ISIZWE BURSARY PROGRAMME, REF NO. TPW 2017-230

SALARY:
R 334 545 per annum (Salary Level 9).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
3-year tertiary qualification with a minimum of 3 years’ appropriate experience; a valid Code B driver’s licence. Recommendations: An appropriate B.Degree would be desirable. Ability to manage a variety of datasets; Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Knowledge of relevant legislation regarding public transport and public works, Public Service Administration and training and development; Provincial and departmental strategies/policies/prescripts that address public transport development, e.g. Provincial Growth and Development Strategy and Strategic Infrastructure plan; Proven computer literacy and data analysis; Research methodology and policy development, analysis and
implementation. Facilitation and presentation skills; financial management; Budgeting skills; Supervisory and coaching skills.

**DUTIES**: Responsible for the establishing, maintaining and managing public/private relationships and/or partnerships with stakeholders (internal/external) and provide support management of the stakeholder relationship/partnership; Develop, coordinate and implement the support services programmes including securing funding, outreach programmes, employment skills, work integrated learning programmes and vacation learning programmes for the bursary programme; Act as project manager by developing, implementing and maintaining projects, which promotes the stakeholder relationship and evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframes; Implement service level agreements related to contracts; Participate in the planning of the Masakh’iSizwe Bursary Programme to enhance business processes and procedures to ensure the programmes services are aligned to the strategic objectives and operational needs of the department; Develop and maintain data bases which supports the operational management of the programme and reporting to various structures, etc.; Ensure effective and efficient operational management of the component and conduct research that informs project(s) development of data basic enhancement.

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

**ENQUIRIES**: Ms M Calitz at (021) 483 9757

**POST 01/188**  **ASSISTANT DIRECTOR: PHYSICAL RECORD MANAGEMENT, REF NO. TPW 2017-234**

**SALARY**  **R 334 545 per annum (Salary Level 9).**

**CENTRE**  **Department of Transport and Public Works, Western Cape Government**

**REQUIREMENTS**  **3-year tertiary qualification in Records Management with a minimum of 3 years’ physical records supervisory experience. Recommendations: A valid Code 8 driver’s licence; 3 years’ experience in the field of Electronic Records Management; 3 years’ experience in Project Management; Course in Records Management provided by Western Cape Archives and Records Service. Competencies: Knowledge of: Records management; Procedures and legislation; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Ability to work under pressure, meet deadlines and targets.**

**DUTIES**: To ensure the rendering of an effective and efficient registry service; Namely: Identification, Retrieval of information and Maintenance of the File Plan; Manage the disposal program on the current and terminated filing systems; To manage the safekeeping and storage of current terminated records and terminated filing systems; Responsible for the keeping and management of the destruction register, disposal authority, transfer register, retrieval register, register of authority numbers received; Responsible for execution of disposal program; Assist with the training of staff in RM procedures and processes; Monitor retention schedule of all records listed in the classification systems; Responsible for RM internal audits of department’s head, regional and satellite offices.

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

**ENQUIRIES**: Mrs T Kweleta at (021) 483 5745

**POST 01/189**  **ADMINISTRATIVE OFFICER: FINANCE SUPPORT, REF NO. TPW 2017-245**

**SALARY**  **R 281 418 per annum (Salary Level 8)**

**CENTRE**  **Department of Transport and Public Works, Western Cape Government**

**REQUIREMENTS**  **3-year tertiary qualification as recognised by SAQA with a minimum of 3 years’ relevant experience. Recommendations: None. Competencies: Knowledge in the following: Financial Instructions; Financial systems; Drivers licence; Supervisory; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.**
DUTIES: Financial administration; Supervision of staff; Management of GG vehicles; Financial document control; Budgeting; Assets Management; Supply Chain Management.

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

ENQUIRIES: Ms E Searle at (021) 483 0271

POST 01/190: CUSTOMER RELATIONS OFFICER: PROVINCIAL REGULATORY ENTITY: WEST COAST, REF NO. TPW 2017-260

SALARY: R 226 611 per annum (Salary Level 7).
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (senior certificate or equivalent qualification) with a minimum of 3 years’ administration experience; A valid driver’s licence. Recommendations: None. Competencies: Knowledge of the following: Public Service Act; National Land Transport Act 5(2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; Client/customer care; Q-matic (electronic ticketing system; Batho Pele principles; WCG values; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Interpersonal relations.

DUTIES: Enquiries; Customer Relations Management; Cash Management; Service Delivery.

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

ENQUIRIES: Mr D Plaatjies at (044) 272 2992

POST 01/191: PERSONAL ASSISTANT: PROVINCIAL PUBLIC TRANSPORT REGISTRATION, REF NO. TPW 2017-251

SALARY: R 226 611 per annum (Salary Level 7).
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. 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.

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

ENQUIRIES: Ms P Egwu at (021) 483 0315

POST 01/192: PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION, REF NO. TPW 2017-250

SALARY: R 226 611 per annum (Salary Level 7).
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 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

**APPLICATIONS**

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

**ENQUIRIES**

Mr T Ntombana at (021) 483 0235

**POST 01/193**

**STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS, REF NO. TPW 2017-231**

**SALARY**

R 226 611 per annum (Salary Level 7).

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

3-year tertiary qualification with a minimum of 3 years’ relevant experience in financial accounting. Recommendations: A valid driver’s licence. Competencies: Knowledge of the following: PFMA and applicable legislation Government Financial Systems (BAS); Reporting Framework (SCOA); Proven Computer literacy; Supervisory skills; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**

Manage the clearance of balances in the assets and liabilities accounts; Manage the provision of asset and liability information for monthly IYM reporting/financial statement reporting; Manage allocations of cash receipts of the department; Manage claims recoverable and payable of the department; Manage adjustment journals of the department in relation to expenditure/revenue/assets and liabilities; Manage performance/team discipline/leave of section.

**APPLICATIONS**

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

**ENQUIRIES**

Mr G Pretorius at (021) 483 5277

**POST 01/194**

**ADMINISTRATION OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO. TPW 2017-263**

**SALARY**

R 226 611 per annum (Salary Level 7).

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Grade 12 with a minimum of 6 years’ experience in rendering administrative support. Recommendations: A 3-year tertiary qualification; a valid code 08 driver’s licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentations like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System.

**DUTIES**

Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of the prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist
with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.

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

ENQUIRIES: Ms G Gorrah at (021)483 0993

POST 01/195: ACCOUNTING CLERK: BOOKKEEPING AND CLAIMS, REF NO. TPW 2017-242

SALARY: R 152 862 per annum (Salary level 5).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with Accountancy/ Mathematics as a passed subject. Recommendations: Proficiency with figures; Prior experience in government finance; Accounting experience. Competencies: Knowledge of the following: Government financial systems (BAS); Reporting framework (SCOA); Applicable legislation; Computer skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Clearance of balances in the assets and liabilities accounts; Allocations of cash receipts of the department on BAS; Compile claims recoverable and payable of the department; Do adjustment journals of the department in relation to expenditure/revenue/assets and liabilities on BAS; Document control of section.

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

ENQUIRIES: Mr G Pretorius at (021) 483 5277

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.

CLOSING DATE: 31 January 2018 at 16:00

OTHER POSTS

POST 01/196: ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE, REF NO. PT 2017-16

SALARY: All-inclusive salary package of R 657 558 per annum (Salary Level 11)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree qualification with 6 years' appropriate work experience; relevant experience in economic / policy research and/or experience in strategic planning, budgeting and policy analysis; a valid driver’s license. Recommendations: An appropriate Masters’ Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.

DUTIES: Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct; research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.

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

ENQUIRIES: Ms M Korsten at (021) 483 9951
POST 01/197 : FINANCIAL ASSET MANAGER: LOCAL GOVERNMENT CASH MANAGEMENT, REF NO. PT 2017-17

SALARY : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year B-Degree in Finance/Economics with a minimum of 5 years’ extensive knowledge and experience in investment management, cash management, money/capital markets and liabilities management and at least 3 years’ appropriate management experience; A valid driver’s license. Recommendations: None. Competencies: Takes a long term view and acts as a catalyst for organisational change; Builds a shared vision with others and influences others to translate vision into action; Deals effectively with pressure, maintains focus, remains optimistic and meet deadlines; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Attention to detail and good interpretation of numbers, graphs and financial reporting.

DUTIES : Overseeing the municipal Cash Flow Management processes within the Western Cape Provincial Treasury Department; Overseeing and managing municipal borrowing requests including financial viability assessments of municipal borrowing requests; Ensuring compliance with MFMA prescripts regarding Cash Management; Development of policy framework to guide Municipal Cash Management; Human Resource Management; Conduct and oversee municipal visits regarding Cash Management.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Dr N Nleya at (021) 483 6707

POST 01/198 : PROCUREMENT MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-29

SALARY : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year National Diploma with a minimum of 6 years’ relevant experience in training in contract management and compliance monitoring in Supply Chain Management of which 3 years’ management experience. Recommendations: A valid driver’s licence. Competencies: Knowledge of the following: MFMA; PPPFA and preferential procurement regulations; Standards for infrastructure model policy; CDIB standards; Asset management framework and ISO/SANS 55000 standards; Local government environment; Teamwork; Analytical thinking; Interactive communication; Developing others and relationship building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assess Supply Chain Management and Asset Management policies, and conduct physical SCM and Asset Management assessments at municipalities to put together GAP analysis for training material and other capacity building initiatives; Develop and implement training material, presentations and position papers; Design and implement capacity building initiatives to improve skills set and knowledge of SCM and Asset Management officials and suppliers through training, helpdesks, workshops and awareness campaigns; Develop and implement a supplier development programme to capacitate suppliers on how to do business with municipalities; Design, implement and maintain performance reporting on procurement information eg. B-BBEE spend, local content, deviations etc. for localisation of procurement project on CRA stats, expenditure and CSD.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Mr R Moolman at (021) 483 6380

POST 01/199 : MANAGER: NORMATIVE COMPLIANCE: PROVINCIAL ENTERPRISE RISK MANAGEMENT, REF NO. PT 2017-30

SALARY : All-inclusive salary package of R 657 558 per annum (Salary Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS: 3-year tertiary qualification in Finance/Law/Commerce with a minimum of 5 years’ experience in financial legislative of which 3 years’ management experience. A valid drivers’ licence. Recommendations: Provide administrative support in respect of strategic processes and engagements; proven knowledge and experience in project management; proven knowledge and experience in Public sector finance; proven knowledge of Corporate Governance; Proven experience in research methodologies. Competencies: Knowledge of the following: Project Management; Corporate norms and standards; Public Finance Management Act; National Treasury regulations, Provincial Treasury Directives etc.; Administrative procedures relating to specific working environment including norms and standards; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Stress tolerance; Teamwork; Planning and organising skills.

DUTIES: Research, develop and issue corporate governance norms and standards; Project Management of financial compliance related projects; Coordinate research and attend to questions by SCOPA/Minister/COGTA/other committees and issue a final consolidated response; Formulate reporting frameworks to national, provincial, parliament and local government stakeholders; Drive and coordinate an integrated, collaborative municipal governance improvement programmes for the Western Cape Provincial Government.

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

ENQUIRIES: Mr A Hardien at (021) 483 4550

POST 01/200: ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT, REF NO. PT 2017-31

SALARY: R 334 545 per annum (Salary level 9)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification in Human Resource Management or Public Management with a minimum of 3 years’ relevant experience. Recommendations: Knowledge of the business organisational structure of the department; Provincial policies; Service level agreements and services schedules in terms of which the working relationship with Corporate Service Centre (CSC) is managed. Competencies: Knowledge of the business organisational structure of the department; Provincial policies; Service level agreements and services schedules in terms of which the working relationship with the Corporate Service Centre is managed; Communication (Verbal and written) skill in at least two of the three official languages of the Western Cape; Planning and organising skills; Networking skills; Ability to work under pressure and deadline driven.

DUTIES: Assist in monitoring, assessing and reporting on the compliance to the service delivery standards of the Corporate Service Centre (CSC); Assist in facilitating the periodic review of the SLA with the Corporate Services Centre (CSC); Assist with the drafting and consolidating of prescribed departmental plans and reports for submission to CSC; Assist with coordination of the appointment of members of prescribed departmental committees/transversal forums and other statutory requirements; Serve as a nodal point between the department and the CSC pertaining to all correspondence, actions, monitoring and evaluation related to corporate services provided.

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

ENQUIRIES: Mr B Damons at (021) 483 6127

POST 01/201: ASSISTANT MANAGER: PROVINCIAL ENTERPRISE RISK MANAGEMENT, REF NO. PT 2017-32

SALARY: R 334 545 per annum (Salary Level 9)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: 3-year tertiary Qualification with a minimum of 3 years’ administrative experience; Driver’s license. Recommendations: Proven experience in researching, developing and updating enterprise risk management norms and standards in
research of municipalities; proven experience in research methodologies; Process improvement skills. To provide administrative support in respect of strategic processes and engagements; Project Management Experience; Willingness to travel. Competencies: Knowledge of the following; Project Management; administrative procedures relating specific working environment including norms and standards; Extensive knowledge of enterprise risk management norms and standards (Municipal Finance Management Act, National Treasury regulations, National and Provincial Treasury Directives, National Treasury Risk Management Framework); Communication (Written and Verbal) skills in at least two of the three official languages of the Western Cape; Stress Tolerance; Teamwork; Planning and organising.

DUTIES

Research, develop and issue enterprise risk management norms and standards; Project management of financial compliance related projects; Conduct State of Readiness Assessments; Conducting training in respect of risk management; Performing secretariat duties for Provincial Treasury’s Risk Management Forum.

APPLICATIONS

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

ENQUIRIES

Mr A Thomas at (021) 483 4169

POST 01/202

PERSONAL ASSISTANT: PROVINCIAL GOVERNMENT BUDGET OFFICE, REF NO. PT 2017-15

SALARY

R 226 611 per annum (Salary level 7)

CENTRE

Provincial Treasury, Western Cape Government

REQUIREMENTS

Grade 12 certificate and a one year Secretarial/Office Management Diploma; 3 years’ experience in rendering a support service to a Senior Manager; A valid driver’s licence. Recommendations: Able to work effectively in a very dynamic office; Stress tolerance; Willingness to work irregular hours; Able to liaise with diverse people; Attention to detail. Competencies: Good interpersonal and decision – making skills; Good verbal and written communication skills; Advance computer literacy skills; Customer service orientation; Organising and planning.

DUTIES

Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports 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.

APPLICATIONS

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

ENQUIRIES

Ms R Slinger at (021) 483 4023

POST 01/203

ADMINISTRATIVE SUPPORT OFFICER: CORPORATE SERVICES RELATIONS MANAGEMENT, REF NO. PT 2017-25

SALARY

R 226 611 per annum (Salary level 7)

CENTRE

Provincial Treasury, Western Cape Government

REQUIREMENTS

A relevant 3-year degree/diploma with a minimum of 1 year experience

Recommendations: None. Competencies: The following skills: Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Basic research skills; Proven computer literacy; Planning and organising skills; Problem solving skills.

DUTIES

Assist with employee relations matters; Assist with employee health and wellness matters; Assist with policy and planning matters with reference to Employment Equity and Diversity Management; Assist with Occupational Health and Safety matters; Responsible for logistical arrangements and attendance of the different committees pertaining to Employee Relations, Employment Equity, Health and Wellness and Occupational Health and Safety.

APPLICATIONS

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

ENQUIRIES

Ms S Sixubane at (021) 483 3586