PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2018
DATE ISSUED: 09 FEBRUARY 2018

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:

DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: kindly note that the posts of Director: Investigations and Protection (National Specialised investigative team) Ref No: Q9/2018/07 and Director: Investigation and Information Management Ref No: Q9/2018/08 published in vacancy circular 05 dated 02 Feb 2018 has been withdrawn.

DEPARTMENT OF COOPERATIVE GOVERNANCE: kindly note that the post of Deputy Director: Disaster Risk Management Education and Training published in circular 05 dated 02 Feb 2018, the enquiries has been changed to Mr N Ratsethana, Tel No: 012 848 4618.

GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT: kindly note that the posts of Programme Manager: Special Needs and Services to families Ref No: SD/2018/01/01 and Programme Manager: Care and Services to Older Persons Ref No: SD/2018/01/02 published in circular 05 dated 02 Feb 2018 were advertised with incorrect post titles, the correct post titles reads as follows: Social work manager: Special needs and Services to families Ref No: SD/2018/01/01 and Social work manager: Care and Services to Older Persons Ref No: SD/2018/01/02 and the correct closing date for posts of Gauteng Department of Social Development is 16 Feb 2018.
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## PROVINCIAL ADMINISTRATIONS

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CENTRE FOR PUBLIC SERVICE AND INNOVATION

The CPSI is a National Government Component established as Part A of Schedule 3 reporting to Minister for Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector component playing a leadership and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in the public service through unearthing existing innovations for learning and replication. In order to perform this purpose the CPSI performs the following functions – Providing the Minister (and her portfolio organisations with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform; Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government; Initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders. Implementing special projects that are mandated by the Minister from time to time.

APPLICATIONS

Quoting the reference number all applications must be addressed to CPSI, Corporate 66 Office Park, Corner Lenchen & Von Willich Avenue, Block A, 1st Floor, Die Hoewes, Centurion, 0157 or posted to Postnet Highveld Suite 404, Private Bag X111, Centurion, 0046 (Faxed and emailed applications will not be considered).

FOR ATTENTION

Mr Malesela Matjeke: 012 683 2813

CLOSING DATE

23 February 2018 at 11:00

NOTE

It is the intention to promote representivity in the CPSI through the filling of this position. The applications from designated groups and people with disabilities will receive preference. Application must be submitted on form Z.83 (obtainable from any Public Service department) accompanied by copies of all qualification(s) referred to within the CV and a copy of the candidate’s Identity Document (certified in the past six (6) months). A comprehensive CV should be attached, including three references with the following information: name, contact numbers and an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Proof of citizenship should be submitted if not a South African citizen. Correspondence will only be conducted with short-listed candidates. If you have not been contacted within three (3) months of the closing date of this advertisement, please consider your application as being unsuccessful. The successful candidate will have to sign an annual performance agreement. Applicants must note that background checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security vetting, verification of qualifications and the checking for criminal records. Applicants who already applied for this post need NOT re-apply. CPSI reserves the right to fill the above-mentioned post.

POST 06/01

EXECUTIVE DIRECTOR: CPSI (DDG LEVEL) REF NO: CPSI/2018/001
Terms: 5-year Contract: Executive Director: the CPSI

SALARY

All Inclusive Salary package R1 370 973 – R1 544 406 per annum - Level 15

CENTRE

Centurion

REQUIREMENTS

Undergraduate qualification NQF level 7 and Postgraduate qualification NQF level 8 as recognised by SAQA. At least 8 to 10 years of experience at senior management level in public sector innovation. Sound understanding of the National System of Innovation and National Developmental Priorities. Project and Programme management experience. Knowledge and understanding of the Public Sector environment and transformation challenge.

DUTIES

Lead, manage and direct the strategic support functions of the Component in the advancement of service delivery, compliance and good corporate governance as Accounting Officer. Identification of service delivery challenges and potential innovative solutions. Interact with Director-General of other departments as well as work closely with senior management within the private sector and the donor community. Establish and maintain strategic partnerships with entities in the National System of Innovation. Consolidate policy advice emerging from the research work of the CPSI as well as the advisory structures of the CPSI establishment and make this available to the Minister and leadership of the institutions reporting to the Minister.
ENQUIRIES : Mr Malesela Matheke: 012 683 2813
APPLICATIONS

Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.

CLOSING DATE

02 March 2018 (Applications received after the closing date and faxed copies will not be considered).

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 to the prescribed rules.

OTHER POST

POST 06/02

ASSISTANT DIRECTOR: HR GOVERNANCE, REF: GRMC/04/18

SALARY

R334 545 per annum. (Level 9)

CENTRE

Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS

An appropriate three-year Bachelor’s Degree/Diploma in Public Administration, Human Resource Management or Social Sciences (NQF 6/7). A minimum of 3 to 5 years’ experience in the relevant field. The candidate must have some related experience in Human Resource governance, good analytical skills, a sound knowledge of the applicable public service legislation and regulatory framework, and able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Good interpersonal and problem solving skills. Computer literacy and the ability to work independently.

DUTIES

Assist with the Management of HR governance function in the Department of Defence (DOD). Enhance effective corporate governance of HR policies by ensuring alignment to legislation and regulatory framework. Provide guidelines to monitor compliance of HR policies to legislation and regulatory framework. Monitor the implementation of HR policies in the DOD. Provide advice on HR policies to the Chief of Human Resources of the Department. Continuously monitor Services and Divisions to ensure correct interpretation and implementation of policies and DPSA directives. Assist policy developers in aligning Departmental policies to the national legislation.

ENQUIRIES

Mr T.D Selepe, Tel: (012) 355 5743 / 5130.
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS:
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

CLOSING DATE:
26 February 2018, 12H00 No late applications will be considered.

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

MANAGEMENT ECHELON

POST 06/03:
SENIOR MANAGER: MANAGEMENT INFORMATION SYSTEMS
(SMMIS/2018/02-1P)

SALARY:
R948 174 per annum to R1 116 918 per annum (all-inclusive package)

CENTRE:
Pretoria Office

REQUIREMENTS:
A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA in Information Systems or related. A minimum of eight years demonstrated experience in Management Information Systems, of which five years should be at a middle / senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Computers and Systems: Knowledge of the functionality, capability and application of systems and tools that can be used as enabling technology. Administration and Management: Knowledge of principles and processes involved in

The successful candidate will be responsible for supporting the CEO in achieving the GPAA’s strategic goals by ensuring the effective and efficient provision of management information for GPAA business units and the customers (GEPF and National Treasury), which inter alia include, but not limited to the following: Lead and guide: Develop, implement and maintain Management Information System policies, procedures, templates, and processes, in accordance with best practice for key MIS processes and areas, to create an enabling environment for acceptable staff performance. Communicate policies, procedures and processes to GPAA staff and management and report on deviations. Assume accountability for all aspects of being a Process Owner for Management Information Systems by setting the desired standards and continuously improving where possible. Develop and implement a team-based approach to formalize team structures, team targets and team rewards across the GPAA. Lead and guide the MIS team, including human resources initiatives, budgeting for staff and resource expenses. Perform and reward: Develop a formal performance agreement for Management Information System staff that is based upon the job profile and development plan to align staff performance with departmental and organisational goals. Ensure that formal staff development / training plans are developed, reviewed and maintained as part of the performance review process, to close gaps in staff competence. Custodianship of databases: Ensure that all data complies with business rules and that rules are applied consistently across all systems and technologies. Confirm data integrity in source systems. Extract, transform and load data from source systems to warehouse format and into various dimensions. Generate Quality information: Establish credible data sources and maintain interfaces with core databases to ensure the integrity of all information generated. Establish an automated information production line and allow for efficient on-line access to all reports and other management information. Design and continuously improve processes focusing on simplification, standardization, quality improvement and cost minimization. Recommend and implement ways of dealing with data gaps and identify and manage initiatives for effective productivity improvements. Generate Executive Information reports, functional reports and trustee reports within the required time frames and make appropriate recommendations from the findings. Analyse and give trends from the information mined from the system and production environment. Generate adhoc reports customized to address the specific needs identified. Publish and present reports to the relevant parties and customers. Provide Business Intelligence: Conduct data mining analysis and develop forecasting models for the organisation. Establish proactive data requirements with departments, analyze trends and prepare reports to provide relevant management information to GPAA management to enable them to take appropriate action when needed. Submit recommendation for business improvement and provision input into the strategic management process. Provide business intelligence to the organisation in order to improve service delivery and serve clients better. Exception Management: Establish a procedure to effectively and efficiently reduce exceptions. Evaluate and utilize appropriate exception
reporting and controls measurements. Industry developments: Track new developments in Management Information System practices to improve the effectiveness and efficiency of the data management function. Monitor changes in Management Information System industry guidelines to make recommendations where GPAA systems and procedures need to be amended.

ENQUIRIES: Ms Thenjiwe Gasa – 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One Senior Manager: Management Information Systems in the Corporate Monitoring and Evaluation Unit is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS


SALARY: R226 611 per annum (basic salary)
CENTRE: Pretoria Office
REQUIREMENTS: An appropriate and recognised 3 year qualification (Secretarial/Office Management) coupled with 2 years’ experience in rendering support services to senior management. Experience in compiling memos and taking minutes. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel. (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Knowledge of Financial Administration (budgeting). Be able to conduct research and analyze documents and situations. Keep abreast with procedures and processes with the office of the CFO. Excellent verbal and written communication skills. Good telephone etiquette. Ability to act with tact and discretion. High level of reliability. Good interpersonal relations. Adhering to business ethics. Sound organisational skills. Good grooming and presentation skills. Self-management and motivation skills.

DUTIES: The purpose of the role is to render a secretarial support service to the CFO in GPAA. The successful candidate will be responsible for the following functions, and include but not limited to: Renders administrative support services: Ensures the effective flow of information and documents to and from the office of the CFO. Ensures the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies. Obtains inputs, collates and compiles reports such as progress reports, monthly reports and management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the CFO. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the CFO where required. Collects, analyses and collates information requested by the CFO. Clarifies instructions and notes on behalf of the CFO. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the CFO. Manages the leave forms, leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the CFO. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides a secretarial/receptionist support service to the CFO: Receives telephone calls and refers the calls to the correct role players if not meant for the CFO. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the CFO. Utilizes discretion regarding meeting requests to decide whether to accept/decline or refer to other employees based on the assessed importance and urgency of the matter.
Coordinates with and sensitzes/advises the CFO regarding engagements. Compiles realistic schedules of appointments. Provides support to CFO regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the CFO to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players. Follow-up on the progress made. Prepares briefing notes for the CFO as required. Coordinates logistical arrangements for meetings when required. Support the CFO with the administration of the executive CFO’s budget. Collects and coordinates all documents that relate to CFO’s budget. Assists CFO in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts CFO of possible over and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the CFO and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the CFO of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly: Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Remains abreast with the procedures and processes that apply in the office of the CFO.

ENQUIRIES FOR ATTENTION NOTE
Ms Bongiwe Magidela 012 399 2797.
Ms Bongiwe Magidela – Recruitment
One Personal Assistant position is currently available at the Government Pensions Administration Agency: Office of the Acting CFO. The position is a permanent position.

POST 06/05 : SECRETARY: SENIOR MANAGER: INTERNAL AUDIT (SEC/IA/2018/02-1P)

SALARY : R152 862. per annum (Basic Salary)
CENTRE : Pretoria Office
REQUIREMENTS : An appropriate 3 year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years’ experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.). Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

DUTIES : The successful candidate will be responsible for rendering a secretarial support service to the Senior Manager Internal Audit, which inter alia include, but not limited to the following: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for manager. Operates office equipment like fax machines and photocopiers. Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is
understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES: Ms Thenjiwe Gasa – 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Internal Audit. This position will be filled permanently.

POST 06/06
SECRETARY: SENIOR MANAGER: EB OPERATIONS REF: SEC/EB/2018/02/1P
SALARY: R152 862. per annum (basic salary)
CENTRE: Pretoria Office
REQUIREMENTS: An appropriate 3 year qualification (Office Administration/ Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years’ experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for the manager. Operates offices equipment like fax machines and photocopiers. Remains Up to date with regard to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager

ENQUIRIES: Mr Tumisho Manaka 012 319 1075
FOR ATTENTION: Mr Tumisho Manaka– Recruitment
NOTE: One position of Secretary to the Senior Manager: EB Operations is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

POST 06/07
SECRETARY SENIOR MANAGER-FINANCE (REF: SEC/FI/2018/02-1P)
SALARY: R152 862 per annum (basic salary)
CENTRE: Pretoria Office
REQUIREMENTS: An appropriate 3 year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years’ experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior
Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation skills. Sound organising skills.

**DUTIES:**

The purpose of the role is to render a secretarial support service to the Senior Manager. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from activities of the work of the Senior manager. Records basic minutes for the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of the documents for the manager and the unit where required. Administers matters like leave forms, leave registers and telephone accounts. Handles the procurement of standard items like stationery and refreshments. Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager. Records appointments and events in the diary for the manager. Types documents for manager. Operates office equipment like fax machines and photocopiers. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the Senior manager.

**ENQUIRIES:**

Ms Bongiwe Magidela 012 399 2797.

**FOR ATTENTION:**

Ms Bongiwe Magidela – Recruitment

**NOTE:**

One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Finance. This position will be filled permanently.
GOVERNMENT PRINTING WORKS

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

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

FOR ATTENTION: Ms. M. Mbokane, Human Resources, Tel No: 012 748 6271.

CLOSING DATE: 23 February 2018.

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

OTHER POSTS

POST 06/08: CHIEF ARTISAN GRADE A (CRAFT BINDING) REF NO. (GPW18/01)

SALARY: R343 329 per annum.

CENTRE: Pretoria.

REQUIREMENTS: Grade 10 or equivalent qualification plus completed apprenticeship in Craft or Mechanised Binding Trade, At least 10 years’ post-apprenticeship experience, Sound knowledge of craft or mechanised binding, printing processes and equipment, 2-3 years’ supervisory experience, Computer literacy, Ability to transfer skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES: Manage the craft binding unit and assist in operating of bindery equipment, Ensure that the bindery equipment is effectively and efficiently utilised, Meet and achieve the applicable standard production targets, Maintain high-quality control of products produced, Prepare daily/weekly/monthly production reports, Ensure correct data capturing of finishing activities in the MIS system (Management Information System), Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants, Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Ms J Seabela, Tel. (012) 748 – 6320.

POST 06/09: CHIEF ARTISAN: GRADE A (MECHANISED BINDING) REF NO: (GPW 18/02)

SALARY: R343 329 per annum.

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship/internship in Craft or Mechanised Binding Trade, At least 10 years’ post-apprenticeship experience in a printing production environment, 2-3 years’ proven supervisory experience, Sound knowledge of mechanised binding, printing processes and equipment, Computer literacy (MS Office), Good interpersonal relations, Ability to transfer skills, Willingness to work shifts, Grade 12 will be an added advantage.
DUTIES: Manage the finishing mechanised unit. Ensure that the finishing equipment is effectively and efficiently utilised. Meet and achieve the applicable standard production targets. Maintain high-quality control of products produced. Prepare daily/weekly/monthly production reports. Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Mr G Kistan, Tel. (012) 748 - 6118

POST 06/10: CHIEF ARTISAN: GRADE A (PRESS CAPTAIN) REF NO: (GPW18/03)

SALARY: R334 545 per annum (Level 9)
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding. At least 10 years' post-apprenticeship experience Lithography/Continuous Stationary Machine Minding of which 5 years must have been in operating multi-colour computerised sheet-fed machines. 2-3 years' proven supervisory experience. Computer literacy. Willingness to work shifts.

DUTIES: Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Perform specific machine minder maintenance on printing equipment as per manufacture's requirements. Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product. Supervision and ensure the application of performance management, training and development of learners, artisans and printers assistants. Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Mr G Kistan, Tel. (012) 748 – 6118

POST 06/11: ASSISTANT DIRECTOR: FACE VALUE (GPW18/16)

SALARY: R334 545 per annum (Level 9)
CENTRE: Pretoria
REQUIREMENTS: A 3 year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistics and 3-5 experience in stores management / warehouse distribution. 2-3 years' supervisory experience. Advanced computer literacy in MS Office software (Word, Excel and Outlook). Good verbal communication as well as good interpersonal skills, Numeric skills.

DUTIES: To manage a warehouse function by enforcing highly effective stock control and distribution and the accounting of each item. Establish efficient security, stock control and optimum storage conditions for all warehouse products, Oversee the receipt, co-ordination and safety of goods coming in and moving out, Ensure orders arrive and are dispatched on time to the right destinations and in the right quantities, Ensure all goods are stored securely and safely in conditions appropriate for product, Advise management on improved security control; measures, Keep accurate records of damaged stock returned and the nature of the damage (e.g. Goods damaged in transit etc.), Ensure compliance with relevant legal and statutory requirements e.g. health and safety, Ensure staff development, coaching, mentoring and performance appraisals.

ENQUIRIES: Mr S Rizvi tel. (012) 748 – 6380

POST 06/12: ARTISAN: FOREMAN GRADE A (DEPUTY PRESS CAPTAIN) REF NO. (GPW18/04)

SALARY: R267 756 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, 5 years’ post-qualification experience, Good knowledge of computerized printing presses, Good computer skills, Good communication skills, Quality conscious, Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES: Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Perform specific machine minder maintenance on printing equipment as per manufacture's requirements. Check registration, quality...
uniformity of print, colour densities as well as correct delivery of the end product. Supervise and train learners, artisans and printers assistants. Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES : Mr G Kistan, Tel. (012) 748 6118

POST 06/13 : ARTISAN: FOREMAN GRADE A (PRINT ON DEMAND) REF NO: (GPW 18/05)

SALARY : R267 756 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in a relevant printing trade. 5 years’ post-qualification experience. Knowledge of digital printing and impositioning. Good communication skills. Good interpersonal skills. Quality conscious. Good numeracy skills. Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES : Responsible for distribution of work flow according to priority. Printing of documents according to standards and original specimen. Quality check on jobs printed. Assisting with queries relating to tasks. Impositioning and submit documents to the printer. Oversee maintenance of equipment. Ensure adequate levels of consumables. Supervise and train learners, artisans and printers assistants. Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr A Tlholoe, Tel. (012) 748 - 6302

POST 06/14 : ARTISAN: FOREMAN GRADE A (MECHANISED BINDING) REF NO: (GPW18/06)

SALARY : R267 756 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus an appropriate trade test certificate in mechanized/craft binding. 5 years’ post-qualification experience. Good knowledge of binding/folding/cutting equipment and processes. Good interpersonal relations. Quality Conscious. Planning and organising skills. Willingness to work shifts. Grade 12 will be an added advantage.


ENQUIRIES : Ms J Seabela, Tel. (012) 748 – 6320

POST 06/15 : ARTISAN: SPECIALISED PRODUCTION (CUTTING) X2 POSTS REF NO: (GPW 18/07)

SALARY : R252 273 annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/mechanised/finishing. 5 years’ post-qualification experience. Knowledge of commercial printing equipment processes. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.


ENQUIRIES : Ms J Seabela, Tel. (012) 748 – 6320

POST 06/16 : ARTISAN: SPECIALISED PRODUCTION (CRAFT BINDING) REF NO: (GPW18/08)

SALARY : R252 273 annum
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing. 5 years’ post-qualification experience. Knowledge of commercial printing processes. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.
DUTIES: Responsible for manual binding and to adjust, run and maintain world class binding production equipment, Supervise Printer Assistants. Play a key role in maintaining quality standards. Train learners and artisans. Ensure quality assurance. Scheduled operator maintenances. Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Ms J Seabela, Tel. (012) 748 – 6320

POST 06/17: ARTISAN: SPECIALISED PRODUCTION (MECHANISED BINDING) REF NO. (GPW18/09)

SALARY: R252,273 annum
CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing. 5 years’ post-qualification experience, Knowledge of commercial printing processes, Quality Conscious, Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES: Responsible to adjust, run and maintain world class merchandised production equipment. Supervise Printer Assistants. Play a key role in maintaining quality standards. Train learners and artisans. Ensure quality assurance. Scheduled operator maintenances.

ENQUIRIES: Mr L Moloto, Tel. (012) 748 - 6545

POST 06/18: ARTISAN: SPECIALISED PRODUCTION (PERSONALIZATION EQUIPMENT) REF NO. (GPW18/10)

SALARY: R252,273 annum
CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in cutting/folding/finishing. 5 years’ post-qualification experience. Knowledge of commercial printing processes. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES: Responsible to adjust, run and maintain world class personalisation production equipment. Supervise Printer Assistants. Play a key role in maintaining quality standards. Train learners and artisans. Ensure quality assurance. Scheduled operator maintenances. Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Ms D Seleme, Tel. (012) 326 – 6113

POST 06/19: ARTISAN: SPECIALISED PRODUCTION (MECHANISED BINDING) X 3 POSTS REF NO. (GPW18/11)

SALARY: R167,778 per annum
CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding. Basic computer skills. Quality conscious. Good knowledge of mechanized binding equipment. Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES: Responsible to set, adjust, programme and operate a guillotine/cutting machine and maintain cutting and finishing/binding related equipment. Ensure optimum productivity and high cutting quality standards. Reconcile production

ENQUIRIES: Mr S Letswhiti, Tel. (012) 748 - 6321 or Mr L Moloto, Tel. (012) 748 – 6545

POST 06/20: ARTISAN: PRODUCTION GRADE A (CRAFT BINDING) REF NO. (GPW18/12)

SALARY: R167,778 per annum
CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding. Basic computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.

DUTIES: Responsible to set, adjust, programme and operate a guillotine/cutting machine and maintain cutting and finishing/binding related equipment. Ensure optimum productivity and high cutting quality standards. Reconcile production
information on a daily basis, Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr B Msomi, Tel. 012) 748 - 6316

**POST 06/21**: ARTISAN: PRODUCTION GRADE A (CUTTING) REF NO. (GPW18/13)

**SALARY**: R167 778 per annum  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Grade 10 or equivalent qualification plus a completed apprenticeship in mechanized/craft binding, Basic computer skills, Quality conscious, Grade 12 will be an added advantage.  
**DUTIES**: Set, adjust, operate and maintain cutting and finishing related equipment. Ensure optimum quality standards. Reconcile production information on a daily basis. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr S Letswhiti, Tel. (012) 748 - 6321

**POST 06/22**: ARTISAN: PRODUCTION GRADE A (PRINTER’S MECHANIC) REF NO. (GPW18/14)

**SALARY**: R167 778 per annum  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Grade 10 or equivalent qualification plus a completed apprenticeship as printers mechanic or fitter and turner. The successful candidate should have knowledge of hydraulic and pneumatic equipment. Must be self-motivated, willing to work after hours and attend to call outs. Candidate must be able to work independently as well as part of a team.  
**DUTIES**: Install and maintain printing machinery and equipment, Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr R Deppe, Tel. (012) 334 – 4703

**POST 06/23**: ARTISAN: PRODUCTION GRADE A (MACHINE MINDER) REF NO. (GPW18/15)

**SALARY**: R167 778 per annum  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding. Knowledge of computerized printing presses. Good computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.  
**DUTIES**: Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit). Set up and adjust rollers, cylinders, loading paper reels on machine. Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product. Adhere to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr G Kistan Tel. (012) 748 – 6118
**APPLICATIONS**

Applications must be forwarded: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom

**FOR ATTENTION**

Mr FS Mahlangu

**CLOSING DATE**

28 February 2018 at 16:00

**NOTE**

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields TVET College invites suitable candidates to apply for the following permanent posts:

### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 06/24</th>
<th>SENIOR EDUCATION SPECIALIST (1 POST). REF NO: GTVETC 09/01/2018</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R342 753. per annum (Level 3)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Welkom Campus</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor’s Degree/ Diploma (REQV13) plus 3 years management experience in a field of Business Studies. Trained as assessor and moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver’s licence is essential as traveling and extended working hours will be required.</td>
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<tr>
<td>DUTIES</td>
<td>Manage registration of students and student induction procedure in cooperation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures,</td>
</tr>
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</table>
other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.

ENQUIRIES: DR RS Radile Tel No: (057) 910 6031

POST 06/25: SENIOR EDUCATION SPECIALIST (1 POST). REF NO: GTVETC 10/01/2018

SALARY: R342 753. per annum (Level 3)
CENTRE: Tosa Campus
REQUIREMENTS: A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor’s Degree or Diploma (REQV13) plus 3 years management experience in a field of Business Studies. Trade certificate will serve as an advantage). Trained as assessor and moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver’s licence is essential as traveling and extended working hours will be required.

DUTIES: Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.

ENQUIRIES: DR RS Radile Tel no: (057) 910 6031

POST 06/26: HEAD OF DEPARTMENT – OCCUPATIONAL PROGRAMMES (2 POSTS). REF NO: GTVETC 13/01/2018

SALARY: R334 545. per annum (Level 9)
CENTRE: Tosa Campus
REQUIREMENTS: A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4 plus. A recognized Bachelor’s Degree or National Diploma in Education & Training or equivalent qualification. Be client and customer Focused, Financial Management is required, Business Proposal Writing skills, Planning and Organizing, Presentation Skills, Project Management skills, Strong Analytical Skills and Networking, Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Computer Literacy (Word, Excel and Power-point). Willingness to work after hours as and when required. Registered as an Assessor and Moderator. (TVET Experience
DUTIES: Manage and implement, co-ordinate monitor and report on multi-disciplinary projects and skills development programme of the College. Quality assure all occupational projects assigned to the department. Compile monthly reports and manage project implementation plans. Lead in the initiation and management of sustainable relations and partnership with public and private entities. Ensure procurement of goods and services for projects. Ensure timely payment of creditors and learner stipends. Facilitate administrative management of projects (including requisite registration of learners with respective authorities) development and verification and certification of programmes on offer in the projects. Assist in the sourcing of programme accreditation, registration of project Facilitators, Assessors, RPL practitioners and Moderators with the respective authorities including QCTO, SETA’s, DHET, host employers. Plan, arrange and manage stakeholders’ engagements, meetings and functions as and when required. Ensure compliance requirements, especially with respect to internal and external audits.

ENQUIRIES: Mr MP Pinkoane Tel: (057) 910 6032

POST 06/27: EDUCATION SPECIALISTS (3 POSTS). REF NO: GTVETC 07/01/2018 (Persal Appointment)

SALARY: R308 877 per annum (Level 2)

CENTRE: Tosa Campus

REQUIREMENTS: A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised 3-year Degree/Diploma in Engineering Studies, which must include a Teachers qualification (Trade certificate will serve as an advantage). At least 2-3 years lecturing experience, preferably in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver’s licence is essential as traveling and extended working hours may be required.

DUTIES: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College’s Quality Management system. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions programmes to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.

ENQUIRIES: Mr MP Pinkoane Tel: (057) 910 6032

POST 06/28: EDUCATION SPECIALISTS (3 POSTS). REF NO: GTVETC 08/01/2018 (Persal Appointment)

SALARY: R308 877 per annum (Post Level 2)
CENTRE: Welkom Campus
REQUIREMENTS:
- A National Senior Certificate/Grade 12 or National Certificate Vocational Level 4. A recognised 3-year Degree/Diploma in Business Studies, which must include teaching qualification. At least 3 years lecturing experience, preferably in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver’s licence is essential as traveling and extended working hours may be required.

DUTIES:
- Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College’s Quality Management system. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Prepare and deliver lectures to student as per departmental plan. Manage own class attendance records, assessments, tests, year marks and all related duties. Prepare and manage the POA’S and POE’S. Assist in the management and facilitation of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.

ENQUIRIES:
- DR RS Radile Tel No: (057) 910 6031

POST 06/29:
COORDINATOR – OCCUPATIONAL PROGRAMMES (4 POSTS). REFNO: GTVETC 12/01/2018
(Council Appointment)

SALARY:
- R281 418 per annum (Salary Level 8)

CENTRE:
- Tosa Campus

REQUIREMENTS:
- Senior Certificate/Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor’s Degree or National Diploma in Education & Training or equivalent qualification. Planning and Organizing, Presentation Skills, Project Management skills, Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Problem solving skills. Willingness to work after hours as and when required. Self-motivated and computer skills. Computer literacy (Word, Excel and PowerPoint), Registered as Assessor & Moderator. (TVET Experience will serve as a recommendation), a valid driver’s licence is essential as traveling and extended working hours may be required.

DUTIES:
- Assist in the management, implementation, monitoring and reporting on occupational projects and skills development programme of the College. Manage registration of learners and induction procedure in co-operation with other line managers. Planning of facilitators work allocation. Assist in the compilation of roll-out plans of various projects to be implemented in the department. Prepare and facilitate lectures to learners as per roll-out plan. Prepare learners for assessments as well as internal and external moderation. Provide coaching and mentoring to learners across programmes. Prepare monthly reports and keep records in line with college and SETA requirements. Assist in planning and arranging stakeholder’s engagements, meetings and functions as and when required. Assist in the sourcing of programme accreditation, registration of project Facilitators, Assessors, RPL practitioner and moderators with the respective authorities including QCTO, SETA’s, DHET, host employers.

ENQUIRIES:
- Mr MP Pinkoane Tel: (057) 910 6032
POST 06/30: STUDENT LIASON OFFICER (ACADEMIC SUPPORT AND DEVELOPMENT PROGRAMMES) REF NO: GTVETC 06/01/2018
(Persal Appointment)

SALARY: R226 680. (Level 7)
CENTRE: Welkom Campus
REQUIREMENTS: A Senior Certificate/Grade 12 or National Certificate Vocational Level 4 certificate. An appropriate recognised Bachelor’s degree or National diploma, backed by professional qualification in Education/Psychology equivalent to REQV 13. Excellent verbal and communication skills. Ability to prioritise, work independently and meet deadlines. Excellent project management skills. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers’ licence will be an advantage.

DUTIES: Manage the fundamentals support programmes in the Student Support Services. Facilitate Maths, Maths Literacy and English Computerized programmes like PLATO and Learn-Scapes. Facilitate Workshops on study methods and Examinations preparedness. Analyse student performance from Academic Support Programmes and submit reports to the Manager: Student Support Services and College Management. Develop and Coordinate the placement test Schedule at Campuses. Liaise with Lecturers at Campus to integrate lesson plans with his/her plans. Liaise with HOD’s to schedule the tutorial sessions in the Student Support Centre. Assist the HODs with the implementation of structured revision programmes. Communicate with lecturers about the performance of the students. Conduct surveys at the College support centres to measure the effective of academic support programmes. Manage all activities of PLATO interns and Peer Tutors. Organise extra remedial Classes at the Campuses. Manage the Student Resource Centre at the Campus. A valid driver’s licence is essential as traveling and extended working hours may be required. To manage the College Student Representative Council in line with College policies and procedures. To work closely with the Student Representative Council and support all elected Student Representatives in providing a range of activities and opportunities suited to the needs of the students of the college. To be responsible for organising, promoting and supervising a calendar of social and extra-curricular activities for students including clubs, societies and external and internal events. To co-ordinate the election of Student Representatives Council and nominate Student Representatives for positions within the College’s relevant structures. To train Student Representatives Council in their role and provide on-going support and mentoring. To organise and facilitate Students Representative Council meetings with college structures.

ENQUIRIES: Mr MP Pinkoane Tel: (057) 910 6032

POST 06/31: COLLEGE COUNCIL ADMINISTRATOR (PERSAL APPOINTMENT) REF NO: GTVETC 02/01/2018

SALARY: R226 611 per annum (Salary Level 7)
CENTRE: Central Office
REQUIREMENTS: A National Senior Certificate/ Grade 12 or National Certificate (NCV). An appropriate three year tertiary Degree/Diploma in Public Management, Assistant Management and/or Administration. A minimum of 3 years relevant experience in the relevant field is required. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. A sound knowledge and understanding of legislative framework, policies and procedures and other relevant legislations governing the Public institutions. Good computer literacy (MS Word and Excel). Good organisational, administration and planning skills Good organisational, administration and planning skills Good organisational, administration and planning skills Good organisational, administration and planning skills. He or She must be a peoples person, must be a good and meticulous organiser. Good communication skills. Ability to communicate at high level. Capacity for innovative thinking. Must be prepared to work after hours when necessary. Must be prepared to travel.

DUTIES: Prepare and package documentation for College Council, EXCO and Sub-Committees. Update and maintain a database of EXCO decisions. Ensure timeouts delivery of the meeting documentation. Make and oversee any
logistical arrangements venues and other logistics for council members. Communicate council resolutions to the relevant Departments/Stakeholders. Ensure proper filling of council documentation received and produced. Ensure that the confidentiality of the decisions, documents and any typed recordings at the proceedings are at all times protected. Perform any reasonable task/directive given by the EXCO and the Principal.

ENQUIRIES: Mr MP Pinkoane Tel: (057) 910 6032
NOTE: The successful candidate will provide secretarial administrative and procedural support to College Council and its sub-committees.

POST 06/32: PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: GTVETC 04/01/2018 (Persal Appointment)

SALARY: R183 558 per annum (Level 06)
CENTRE: Central Office
REQUIREMENTS: A Senior Certificate/Grade 12 or National Certificate Vocational certificate level 4. An appropriate Bachelor’s Degree/ National Diploma in Human Resources Management will be an added advantage, plus three years relevant experience in Recruitment and Selection processes (TVET experience will serve as recommendation). Knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word, Excel and PowerPoint). Willingness to travel and work extra hours. A valid driver’s licence is essential as traveling and extended working hours may be required.

DUTIES: Handle the administrative process with regard to Recruitment and Selection, which includes advertising of vacancies, drafting of selection committee submissions and conduct competency assessment for SMS members. Facilitate personnel suitability checks on recommended candidates. Response handling of applications, shortlisting and interviews, prepare documentation to obtain approval for nominee’s appointment and prepare the offer of employment. Advise line managers and staff on matters regarding recruitment and selection. Provide support in the development and implementation of HR policies. Mentoring of interns.

ENQUIRIES: Mr MP Pinkoane Tel: (057) 910 6032

POST 06/33: MARKETING AND ADMIN OFFICER (CENTRE FOR ENTREPRENEURSHIP) REF NO: GTVETC 11/01/2018 (Council appointment) Two years fixed term contract.

SALARY: R183 558 per annum (Level 6)
CENTRE: Tosa Campus (Centre for Entrepreneurship)
REQUIREMENTS: A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. A recognised Bachelor’s Degree/National Diploma in Marketing and Communication Management/ Sales Management or equivalent qualification in a relevant field will be an added advantage. Advanced Computer Literacy Skills (MS Word, MS Excel and PowerPoint). A minimum of 3 years’ experience in sales or business development. A candidate must be well versed in English Language with excellent writing skills. Excellent interpersonal, communication and presentation skills. Good facilitation and presentation skills. Proven experience in the use of social media and website in an organisation context. Self-motivated, ability to work under pressure and deal with crisis. Proven experience in planning and coordinating corporate events. Ability to interact and liaise with diverse audience range. A valid driver’s licence is essential as traveling and extended working hours will be required.

DUTIES: Work with SMME/ incubates to develop and implement strategic sales plans for their business. Identify and evaluate specific new profitable business opportunities. Plan and implement SMME’s information sessions to ignite culture of entrepreneurship amongst targeted market/ audience. Plan and implement business plan competitions to excite target market interest in self-employment through entrepreneurship. Engage local media networks when needed to publicise Centre for Entrepreneurship events, initiatives and success stories. Conduct regular client satisfaction surveys. Provide required admin support to the centre for Entrepreneurship and/or the Incubator.
Compile gathered information according to the reporting template. Plan and deliver two entrepreneurship day annually that offers platform to promote supported and local entrepreneurs. Assist SMMEs/Incubator with development of website and other social media platforms.

ENQUIRIES : Mr MP Pinkoane Tel: (057) 910 6032

POST 06/34 : NETWORK CONTROLLER (PERSAL APPOINTMENT) REF NO: GTVETC 03/01/2018

SALARY : R152 862 per annum (Level 05)
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4. An appropriate Degree/National diploma in Information Technology/Computer Sciences or equivalent qualification in a relevant field will be an added advantage, coupled which at least 3 years’ Information Technology experience. Self-motivated, ability to work under pressure and deal with crisis. Ability to interact and liaise with diverse audience range. A valid driver’s licence is essential as traveling and extended working hours will be required. A valid driver’s licence is essential as traveling and extended working hours may be required.

DUTIES : to manage WAN and LAN at the campus. Manage and maintain servers. Provide user support. Solve end-user problems. Manage day-to-day backups of the system. Install and maintain system and applications software. Basic understanding of networking, experience in desktop support, diagnose and resolve unique, nonrecurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software licensing and create policies and procedures for upgrades. Analyse and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instruction.

ENQUIRIES : Mr MP Pinkoane Tel: (057) 910 6032

POST 06/35 : SENIOR ADMINISTRATION CLERK – MARKETING (PERSAL APPOINTMENT) REFNO: GTVETC 01/01/2018

SALARY : R152 862 per annum (Level 5)
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. An appropriate Degree/National Diploma in Marketing or equivalent qualification in a relevant field will be an added advantage, Computer Literacy (ICDL or MS Office). A minimum of 3 years relevant experience in the relevant field is required. A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on reaching targets. Proven experience with regard to student recruitment skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

DUTIES : Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, workshops, exhibitions and Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise 28 and participate in internal and external functions and events. Co-ordinate effective marketing for Forster's Manor Guest House as
an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES**

Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/36**

SENIOR ADMINISTRATION CLERK – EXAMINATIONS REF NO. GTVETC

05/01/2018

(Persal appointment)

**SALARY**

R152 862 per annum (Level 5)

**CENTRE**

Tosa and Welkom Campus

**REQUIREMENTS**

National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor’s degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A minimum of three years of relevant experience is required. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.

**DUTIES**

Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective College and National role-players on Examinations and Assessment related matters.

**ENQUIRIES**

Mr MP Pinkoane Tel: (057) 910 6032
**ANNEXURE F**

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

*The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement.*

**OTHER POSTS**

**POST 06/37**

**LEGAL SECRETARY**

**REF 05/2018/IR**

**(12 MONTHS CONTRACT, RENEWABLE)**

**SALARY**

R281 418 +37% = R385 542 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Pretoria (Salu Building)

**REQUIREMENTS**

A Diploma or equivalent qualification; At least 3 years proven legal secretary experience; Fluent in both English, Afrikaans and two other official South African languages; Knowledge of Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA) will be an advantage; Ability to open and manage complaint files; Knowledge of the Constitution and legal terminology; Working knowledge of MS Office and ability to work with legal technology (dictaphone, transcription software etc); Outstanding time-management and typing skills; Ability to multitask and being comfortable dealing with a diverse number of people; Knowledge of Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) will be an advantage. Skills and Competencies: Sound professional judgment, Exceptional Interpersonal and communication skills, Diplomacy, Excellent writing skills, Conflict resolution, High tolerance for dealing with difficult stakeholders, good presentation skills and public speaking, attention to detail, telephone etiquette; Special Condition: Typing assessment will be conducted; Reference checks and Qualifications vetting will be conducted on a successful candidate.

**DUTIES**

Provide administrative support to the Head: Legal and Compliance; Perform initial screening of complaints and calls; Maintain and update records of files, regulations and other documents; Effective communication with stakeholders; Provide secretarial services to identified engagements of the Information Regulator; Answer phone calls, take notes/messages and re-direct calls when appropriate; Maintain and update inventories of contact details of all stakeholders; facilitate meeting deadlines by keeping multiple agendas and provide timely reminders; Knowledge of legal terminology, content, organisation, format of legal document and correspondence; and Carry out any other delegated functions related to the work of the Information Regulator.

**ENQUIRIES**

Mr G Ramoroka (012) 406 4818

**APPLICATIONS**

Quoting the relevant reference number, direct your CV and application Form Z83 to: Postal address: The Information Regulator, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, Reception, SALU Building, 316 Thabo Sehume Street, Pretoria.

**NOTE**

The Information Regulator (Regulator) is a newly establish statutory body responsible for the managing of the protection and access of personal information. The Regulator is establish in terms of the Protection of Personal Information Act Number 4 of 2013 (POPIA), furthermore the Regulator is also the governing institution for the Promotion of Access to Information Act (PAIA). The The Protection of Personal Information Act (POPIA) empowers the Information Regulator (Regulator) to make Regulations. Before making Regulations, the Regulator is required to publish a notice in the Gazette inviting written comments to be submitted on the proposed Regulations within a specified period. The Regulator seeks to employ a legal secretary for a period of three (3) months to receive and process comments on the draft Regulations. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Regulator. If you do not hear from us within 1 month of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.
positions. The incumbent of this post will be placed in the Office of the Information Regulator (South Africa)

**CLOSING DATE**: 02 March 2018

**POST 06/38**: SENIOR COURT INTERPRETER 3 POSTS REF NO: 18/06/FS

Re-advertisement:

**SALARY**: R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Magistrate’s Office, Welkom (1), Thaba-Nchu (1) and Bethlehem (1)

**REQUIREMENT**:

- NQF level 4 / Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three (3) years practical experience as a Court Interpreter A valid driver’s licence will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Communication skills, Listening skills, Inter-personal relations, Problem solving, Planning and organising skills and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu. Language Proficiency: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans.

**DUTIES**: Interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; Interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; Perform a variety of routine interpreting duties related to the Core function of the Department, Attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**: Ms NM Dywili @ (051) 407 1800

**APPLICATIONS**: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**CLOSING DATE 26 February 2018**

**NOTE**: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
DEPARTMENT OF LABOUR

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

ANNEXURE G

CLOSING DATE : 26 February 2018 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 06/39 : CHIEF DIRECTOR: PROVINCIAL OPERATIONS 2 POSTS
(NB: Post for Provincial Office: Eastern Cape is a re-advert; extension to the closing date applicants who applied may apply / not re-apply)

SALARY : R1 127 334 per annum (All inclusive)

CENTRE : Provincial Office: Eastern Cape- Ref No: HR4/18/02/14HO (1 post)
Provincial Office:Mpumalanga-Ref No: HR 4/18/02/17HO (1 post)

DUTIES: Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES: Ms M Bronkhorst, Tel: (012) 309 4969
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 06/40: PROVINCIAL CHIEF INSPECTOR: IES REF NO: HR4/18/02/77HO

SALARY: R948 174 per annum (All inclusive)
CENTRE: Provincial Office: Gauteng

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

ENQUIRIES: DDG IES: Ms A Moiloa, Tel: (012) 309 4553
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-Directorate: Human Resources Operations, Head Office
POST 06/41: DIRECTOR: DECLARATIONS AND CALL CENTRE SERVICES (SR13) REF NO: HR4/4/3DDCCS/UIF
(Re-advertisement)

SALARY: R948 174 per annum (All inclusive)
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES: Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with
Unemployment Insurance Act (UIA), Provide leadership and develop strategies for the effective management of claim processes. Provide an effective strategic direction and ensure effective operational administration / management in the Fund. Provide leadership and develop strategies with regards to the Contact Centre. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.

ENQUIRIES : Ms KJ Kumbi, Tel: (012) 337 1614
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION : Sub-Directorate: Human Resource Management, UIF

OTHER POSTS

POST 06/42 : ASSISTANT DIRECTOR: PROJECTS REF NO: HR4/4/3/2ASDP/UIF

SALARY : R334 545 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three (3) years tertiary qualification in Information Technology / Project Management or relevant qualification. Certificate in project management will be an added advantage. Two (2) years supervisory experience. Two (2) years experience in ICT project management environment, valid driver’s license. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Promotion of Access of Information Act (PAIA), Skills: People Management, Problem Solving, Conflict management, Facilitation and Presentation, Driving, Negotiation and Influencing, Planning and Organizing, Analytical, Communication, Computer Literacy, Report Writing, Financial Management.

DUTIES : Manage effective delivery of Information Communication Technology priority projects for the UIF. Manage Information Communication Technology project deliverables in line with the Fund’s project management standards and Methodologies. Ensure that the Project deliverables meet the quality standards and ensure the production of timely and accurate information, Manage resources (Assets, Financial, Equipment/Assets) in the section.

ENQUIRIES : Mr X Monakali, Tel: (012) 337 1482
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION : Sub-Directorate: Human Resource Management, UIF

POST 06/43 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF

SALARY : R334 545 per annum
CENTRE : Unemployment Insurance Fund: Pretoria

DUTIES : Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement Planning, Review the effectiveness of controls on systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment/Assets) in the Section.
ENQUIRIES : Mr KB Mahloko, Tel: (012) 337 1609
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

APPLICATIONS
Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
CLOSING DATE: 23 February 2018 @ 16h00
NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be required to submit certified copies of their identity document and qualifications before the interviews. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST
POST 06/44: DEPUTY DIRECTOR: RISK, INTEGRITY MANAGEMENT AND COMPLIANCE (REF: NSG 5/2018)
SALARY: An inclusive remuneration package commencing at R657, 558 per annum, comprising basic salary(75% of package), contribution to the Government Employee Pension Fund (15%) of basic salary) and a flexible portion(Salary level 11).
CENTRE: Pretoria.
REQUIREMENTS: A B-degree in Commerce with Risk, Integrity Management and Compliance as major subjects or equivalent at (NQF level 7). At least 3-5 years appropriate risk-, integrity management and compliance experience at an operational level of which 2 years should be at supervisory level. Competencies/ skills: Project management. Communication (written, verbal and presentation) and liaison; Planning and organizing. Customer Care. Analytical; Presentation and facilitation skills; Negotiation; Assertiveness; Coordination skills, Policy analysis and development; Good interpersonal skills - ability to work with all levels of Management across Business Units. Knowledge: Knowledge of the PFMA and related financial management systems, norms and standards. Risk management and Compliance processes, strategies and techniques. Fraud and corruption strategies and legislation. Knowledge of relevant system related to risk compliance. PFMA, Treasury Regulations. Public Sector Risk Management Framework. ISO 31000 Standards and COSO II Framework. King Reports on Corporate Governance. Treasury Regulations. Personal Attributes: Professionalism. Confidence, Diplomacy. Assertiveness.
DUTIES: Implement a departmental risk management strategy. Analyse the Department’s risk profile and advise on appropriate internal control measures. Monitor and evaluate the implementation of the risk management strategy and risk mitigation plan and report thereon. Coordinate and manage processes for identification and assessment of strategic and operational risks in the department. Compile and maintain the risk register for the department. Facilitate risk management workshops and conduct risk awareness campaigns. Verify management action plans and make follow up on outstanding action items from implementation reports. Compile risk compliance reports on a quarterly basis. Educate and train risk champions/ coordinators and conduct advocacy sessions on risk management principles.
and processes, to enhance the risk management culture of the Department. Provide secretariat support to the Risk Management Committee. Review and audit compliance status relating to risk management and identify issues of non-compliance with the relevant legislation, regulations and the Department’s management policies and notify as well as give advice to management through direct consultations and periodic reports. Engage with seniors management relating to implementation of new business decisions to assess related risks; Ensure that all key policies and strategies (Gift Register, Anti-Corruption Strategy, Fraud Prevention Strategy, Financial Disclosures, RWOPS) and procedure documents are in place and periodically reviewed. Plan and execute compliance monitoring reviews and set up compliance management reporting procedures liaising with Internal Audit; Carry out corrective action as required; Serve as designated ethics officer of the department which entails vetting of financial disclosures, vetting of service providers and contractors and security clearances of employees; Verify the previous employment, qualifications, citizenship and criminal record of all personnel before they are employed; Educate staff on compliance issues and procedures e.g. Awareness on professionalism and integrity principles, declaration of financial interests, vetting of service providers and employees, fraud prevention, etc.; Detect and set out processes to investigate allegations of fraud and corruption and refer allegations to relevant law enforcement agencies; Implement fraud plans required in terms of the PFMA.

ENQUIRIES

Ms Z Lamati, (012) 441-6019
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

NOTE

Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.
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 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: 09 March 2018 at 15:45

NOTE: 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POSTS

POST 06/45: DEPUTY DIRECTOR: RESEARCH: REF NO: DDR/02/18

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: Mpumalanga Provincial Office

REQUIREMENTS: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. Appropriate experience in the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Practices, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver’s license.

DUTIES: Evaluate the performance of the Mpumalanga provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Draft reports emanating from the key performance areas, including the annual report on the Compliance of the Constitutional Values and Principles of the Mpumalanga Provincial Government

ENQUIRIES: MR C Jacobs Tel No: 013 755 4070
POST 06/46: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SPECIAL PROGRAMMES REF NO: DD/HRDSP/02/18

SALARY: All inclusive remuneration package of R657 558 - R774 576 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: National 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 Degree (New NQF Level 7) in Human Resources / Public Administration / Public Management. A minimum of 5 years’ experience at an Assistant Director (supervisory) level in the area of Human Resource Development including Performance Management. Experience in Labour Relations and Special Programmes. Proven verbal and written communication skills. Sound interpersonal skills and the ability to think creatively. Extensive knowledge of the regulatory framework in the field of Human Resource Management and Development. Experience in implementing Learnership and Internship programmes. Sound People management skills. Sound presentation skills. Sound Knowledge of Labour Relations. Supervisory and management skills. Knowledge of transformation interventions (such as HIV/AIDS, Employment Equity, Gender, Disability and Youth). In-depth knowledge of HR policies, systems, processes and procedures and best practices. A valid driver’s license.


ENQUIRIES: MR DC Ndondololozi Tel No: (012) 352 1212

POST 06/47: DATA ADMINISTRATOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DA/PAI/02/18

SALARY: R152 862 - R180 063 per annum (Level 5) (excluding benefits)

CENTRE: National Office, Pretoria

REQUIREMENTS: A Senior Certificate coupled with a proven record of administration and office management experience. Extensive PC skills in MS Office Suite, including Word, MS Excel, PowerPoint and Outlook (formal qualifications and practical usage). An advanced MS Excel course would be an advantage. Must have a comprehensive understanding and knowledge of data administration, which includes the analysis, interpretation and presentation of data. Excellent administrative, organizational, and communication (verbal and written) skills. Assertive, trustworthy, professional with integrity. Good interpersonal relations. Creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to work under pressure. A valid driver’s license.

DUTIES: The successful candidate will be responsible for: The collection and validation of data on complaints lodged with the Public Service Commission through the Public Service Commission Rules on conducting investigations and the National Anti-Corruption Hotline for all National and Provincial Departments. Manage the database in respect of the complaints lodged with the Public Service Commission. Assist with the compilation of statistical reports on complaints lodged to the various management forums of the Office of the Public Service Commission as well as the Public Service Commission. Sending out requests for update of the database to Head Office staff and the
Regional Offices. Capture reports from Head Office staff and Regional Offices. Scanning of documents electronically on the Case Management System. Assisting staff both in the national and provincial offices with problems experienced with the capturing and processing of data

ENQUIRIES : MR S Maphike Tel No: (012) 352 1215
The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS: Please forward your application, quoting reference, addressed to: The Chief Director: Human Resource, Security and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.

CLOSING DATE: 26 February 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post. Please note: All short-listed candidates for the post will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign annual performance agreements, submit annual financial disclosures, undergo security clearance and abide by public service legislation and prescripts.

OTHER POST

POST 06/48: DEPUTY DIRECTOR: HR PLANNING AND PRACTICE SUPPORT REF: DPSA18/002

Purpose: To develop, implement and maintain, in respect of the non-SMS, Public Service norms and standards (including policies, systems and practices) related to the areas of employment, staff mobility, service termination and strategic human resource management.

SALARY: An all-inclusive remuneration package of R779 295. per annum (Level 12). Annual progression up to maximum salary of R917 970 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate SAQA recognised undergraduate qualification (at NQF 7) in the human resource, organisational development or labour relations fields, supported by further informal and/or formal training in related areas such as, Organisational Development, Recruitment, Placement Retention, Performance Management, Employee Health and Wellness programs, Labour Relations, HIV/AIDS prevention, Human Resource Planning, Remuneration Policies, Employment Equity and
Competency Frameworks. Advanced knowledge of theories, governmental policies and approaches pertaining to human resource practices. Thorough knowledge of the laws, regulations and practices applicable to human resource practices in the Public Service. Good knowledge of the principles, techniques and processes involved in project management and work organisation. Ability to allocate resources to defined goals and objectives, monitor expenditure, ensure compliance with procedures and prescripts, co-ordinate, and prioritise activities when performing complex tasks, guide subordinates to achieve set goals, manage projects involving different stakeholders from its inception to completion and assign responsibilities for the execution of specific matters to personnel.

**DUTIES**
To develop norms and standards (including policies, systems and practices). Provide advice and support to departments, the MPSA and other stakeholders on norms and standards related to the human resource areas. Conduct research into best practices and trends with regard to the human resource areas. Implement, through advocacy at department level, the norms and standards related to the human resource areas. Facilitate workshops/focus groups and conduct consultation processes with stakeholders during the development and implementation of norms and standards. Compile reports and proposals on norms and standards matters. Plan, supervise and coordinate the work activities of subordinates and staff relating to the job purpose. Manage projects relating to the norms and standards.

**ENQUIRIES**
Mr. Geeva Pillay, Tel. 012 336 1328.
DEPARTMENT OF PUBLIC WORKS

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

CLOSING DATE : 23 February 2018 at 16h00
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

OTHER POSTS

POST 06/49 : DEPUTY DIRECTOR: SECURITY MANAGER: (PRESTIGE SECURITY)
REF NO: 2018/40
SALARY : All-inclusive salary package of R779 295 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualifications in security management or Policing (NQF level 6). Extensive experiences in Prestige and information security and supervisory experience in Prestige and VIP security. Valid driver’s licence. Be prepared to travel extensively. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MIS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.
DUTIES : Develop and implement information security in Prestige environment, develop, implement and Monitor uniform security standards in Prestige Offices and residences, Conduct security audits to Prestige sites and make recommendations, Oversee the effectiveness of the implemented security measures and system in Prestige. Conduct regular inspections to the installed security measures in Prestige sites. Develop and implement Information Security strategy during the implementation of Prestige projects, facilitate security screening of Prestige service providers, facilitate access of Service Providers to Prestige sites.
ENQUIRIES : Mr R Muthanyi, Tel. (012) 406 1629
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
FOR ATTENTION : Ms N.P Mudau

POST 06/50 : ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2018/41
SALARY : All-inclusive salary package of R417 552 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource/Public Management or equivalent qualification in Social Science (NQF Level 6). Appropriate experience in Human Resource Training & Development. Knowledge and

**DUTIES**


**ENQUIRIES**

Mr. D Manus Tel: 051 408 7397

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X 20605, 18 President Brand Street Bloemfontein 9300

**FOR ATTENTION**

Mr. D Manus
ANNEXURE L

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE: 23 February 2018 at 16:00

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applications must be submitted by clicking on the link to apply for the post above. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

OTHER POSTS

POST 06/51: SENIOR ADMINISTRATIVE OFFICER: SERVICE DELIVERY COORDINATION (REF: 3/2/1/2018/032)
Office of the Chief Registrar of Deeds

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria


DUTIES: Manage coordination of information, correspondence and documentation. Provide assistance / support in the developing / reviewing of Chief Directorate’s operational plan and Performance Reports. Maintain the Demand Management Plan for CD: SDC’s office. Coordinate and record performance reports from Deeds Registries and Chief Directorates in the Deeds Branch. Assist with performance reporting requirements and standards. Assist with coordination and consolidation of performance reports. Render administrative support services. Draft minutes for meetings, Batho Pele forum and outreach programmes. Type minutes, check accuracy of the first draft and circulate for comments / corrections. Submit minutes to supervisor. Ensure minutes are scanned and filed. Verify T&S and sundry and financial payments, compile, manage and for OCRD’s office. Coordinate service delivery initiative. Assist in coordinating venues, for stakeholder’s engagements. File the documents after the stakeholder engagements. Oversee effective, efficient and economically utilization of the OCRD’s funds. Executive variety of administrative tasks pertaining to rendering of administrative support.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

POST 06/52: SENIOR ADMINISTRATIVE OFFICER: DEEDS REGISTRATION SYSTEM: ADMINISTRATIVE SUPPORT (REF: 3/2/1/2018/026)
Office of the Chief Registrar of Deeds

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria


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


**SALARY**: R281 418 per annum (Level 8)

**CENTRE**: Mpumalanga

**REQUIREMENTS**: A Grade 12. 3 years’ experience at a level of Control Deeds Registration Clerk or 8 years’ experience at a level of Chief Deeds Registration Clerk. Knowledge of the Deeds office functions will be an added advantage. Appropriate knowledge on registration of deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. The ability to work well under pressure.

**DUTIES**: Ensure the efficient functioning of deeds registration system. Oversee the distribution of work at data. Monitor workflow and take corrective measures. Identify shortcomings on DRS and make recommendations. Oversee the reporting to CRD on response times. Administer the data section. Analyse status reports, draft final report and submit to supervisor. Administer the supply of information concerning deeds and documents captured in public register. Attend to queries relating to data. Oversee the control of expedited deeds. Ensure improved management of deeds registration systems. Analyse non-verification and non-captured reports, take corrective measures and report to management. Control the usage of stock. Update data and archiving procedure manuals.

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

**POST 06/54**: DRS SYSTEM SUPPORT OFFICER (REF: 3/2/1/2018/023) Office of the Registrar of Deeds

**SALARY**: R281 418 per annum (Level 8)

**CENTRE**: Limpopo

DUTIES: Provide first level IT user support to clients (Internal). Assist users telephonically with password problems. Install software remotely. Install and configure printer drivers remotely. Render IT & DRS security support. Ensure users computers are logging on the network. Ensure users are not sharing passwords. Ensure antivirus is installed and running. Ensure PC is receiving windows updates. Ensure security measures are met and policies are adhered. Workshop ICT policies. Identify IT Requirements. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Advise on IT audit queries. Assist in implementing internal and external audit action plan. Maintain DRS applications. Render first line support on systems. Monitor systems availability and report when needed. Ensure users are not sharing system login details. Provide server management services. Monitor server access of server room. Check air conditioners if they are working daily. Check if the UPS are on and not giving alarms daily. Check fire systems GAS level and its working conditions daily.

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


SALARY: R226 611 per annum (Level 7)
CENTRE: Pietermaritzburg

DUTIES: Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all the interdicts. Calculate fees. Link batches and do pencil linking. Check and interpret sectional and township files. Check general plans / diagrams to ensure that applicable conditions / servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents ‘Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

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


SALARY: R226 611 per annum (Level 7)
CENTRE: Mthatha
REQUIREMENTS: Grade 12 Certificate, N3 Certificate or Abet level 4. 3 years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work producers in terms of the working environment. Planning and organisation skills. Computer literacy (SCM Systems). Interpersonal relations. Flexibility. Communication skills (Verbal and written). Team work. Working under pressure. Meeting deadlines.

DUTIES: Supervise and render assets management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-
serviceable and obsolete equipment for disposal. Oversee the verification of
the asset register. Supervise and render demand and acquisition clerical
services. Update and maintain supplier (including contractors) database.
Ensure that suppliers are captured and registered on the system. Request and
receive quotations. Capture specification on the electronic purchasing system.
Ensure that all orders are placed on time. Issue and receive bid documents.
Provide secretarial or logistical support during the bid consideration and
contracts conclusions. Supervise and undertake logistical support services.
Check, place and verify orders for goods. Receive and verify goods from
suppliers. Capture and ensure that goods are captured in registers and
databases. Receive request for goods from end users. Issue goods to end
users. Check and maintain goods registers. Update and ensure the
maintenance of the register of suppliers. Supervise human/staff. Allocate and
Apply discipline.

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

POST 06/57:
SUPPLY CHAIN PRACTITIONER (REF: 3/2/1/2018/035)
Branch: Restitution
Directorate: Programme Management and Administrative Support Services

SALARY:
R226 611 per annum (Level 7)

CENTRE:
Pretoria

REQUIREMENTS:
3 year Tertiary qualification in Supply Chain Management/ Finance/ Public
Management related. 1-2 years working experience in the SCM environment.
Knowledge of Public Finance Management Act and Treasury Regulars and
other related prescripts. Knowledge of LOGIS. Knowledge of Basic Accounting
System (BAS). Computer literacy with knowledge of MS Office. Interpersonal
skills. Written and verbal communications skills. The ability to work efficiently
and effectively at all times.

DUTIES:
Ensure effective and efficient administration of BIDs and quotations.
Facilitation of Committees (Specification and Evaluation). Advertising of bids
in proper media. Compiling and finalization of the Bid documents. Convene
and attend briefing sessions. Closing of bids. Publishing of the Bid Closing
Certificate in proper media. Compliance and verification checks. Determining
the responsiveness of the bid. Facilitating and convening of Evaluation
Committees. Drafting of the Request for Quotation (RFQ). Sourcing from the
Database Service Providers. Sending RFQ to prospective Service Providers.
Closing of the quotations. Compliance checks and verification of information
received. Evaluation of received quotations. Compile demand management
plans. Prepare Demand and Procurement Plans. Conduct variance, market
and industry analysis. Advice on the development of Terms of Reference and
Specifications. Identify the gap between resource requirements and Service
Providers register to provide resources. Convene Bid Specification and
Evaluation Committees. Provide secretariat and advisory service. Maintain
and update the branch register and reporting. Provide weekly, monthly and
Provide deviation reports. Submit quarterly reports to National Treasury.
Maintain quotations and bid registers.

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

NOTE:
This is a re-advertisement; applicants who applied previously must re-apply.
African, Coloured, Indian and White males and Coloured and Indian females
and persons with disabilities are encouraged to apply.

POST 06/58:
SECRETARY (REF: 3/2/1/2018/036)
Directorate: Demand and Acquisition Management Services

SALARY:
R183 558 per annum (Level 6)

CENTRE:
Pretoria
**REQUIREMENTS**: Grade 12 Certificate or an equivalent or any other training course/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Good telephone etiquette. Sound organisational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

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

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

**NOTE**: Coloured, Indian and White males and females and persons with disabilities are encouraged to apply.

**POST 06/59**: **PROVISIONING CLERK (REF: 3/2/1/2018/031)**
Office of the Registrar of Deeds

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

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Grade 12 certificate or equivalent. No experience required. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of PPPFA. Knowledge of BBEE. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer literacy. Communication skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

**DUTIES**: Render assets management clerical support. Compile and maintain records (e.g. assets records/database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Accpac or similar system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

**APPLICATIONS**: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
POST 06/60 : PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (5 POSTS) (REF: 3/2/1/2018/030)
Office of the Registrar of Deeds

SALARY : R152 862 per annum (Level 5)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 or Grade 10. No experience required or 2 years Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Microfilming and information systems. Knowledge of records management. Knowledge of the personnel and provisioning administration process. Computer literacy. Good written and communication skills. Good judgement and assertiveness skills. Organisation and problem solving abilities. Filing skills. Problem solving skills. Archiving skills. Liaison skills.

DUTIES : Ensure the scanning of deeds into the system. Ensure documentation is scanned correctly. Ensure that scanned images are saved on server regularly. Verify image against physical document according to specifications. Draw the microfilm rolls and digitalize the copies. Write image to microfilm according to specifications. Ensure that a quality check is performed on film once film has been developed. Submit film over for processing once check is done. Ensure the filing of copies. Ensure film is filed after quality check is completed. Retrieve image on the server for backup.

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

POST 06/61 : PROVISIONING CLERK (REF: 3/2/1/2018/022)
Office of the Registrar of Deeds

SALARY : R152 862 per annum (Level 5)
CENTRE : Pietermaritzburg
REQUIREMENTS : Grade 12 certificate or equivalent. No experience required. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of PPPFA. Knowledge of BBEE. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer literacy. Communication skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

DUTIES : Render assets management clerical support. Compile and maintain records (e.g. assets records / database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Accpac or similar system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

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

POST 06/62 : ADMINISTRATION CLERK (REF: 3/2/1/2018/034)
Directorate: Quality Assurance

SALARY : R152 862 per annum (Level 5)
CENTRE : Pretoria
**REQUIREMENTS**
- Grade 12 certificate or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and operate computer.
- Knowledge and understanding of the legislative framework governing the public services. Understanding of the working procedures in terms of the working environment. Computer skills. Planning and organization skills.
- Language skills. Good verbal and written communication skills. Accurate and thorough. Analytical skills.

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

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

**NOTE**
- This is a re-advertisement, applicants who applied previously must re-apply.

**POST 06/63**
- **PROVISIONING CLERK: QUOTATIONS (REF: 3/2/1/2018/037)**
  - Directorate: Demand and Acquisition Management Services
  - **SALARY**: R152 862 per annum (Level 5)
  - **CENTRE**: Pretoria
  - **DUTIES**: Acquire goods and services in the Department. Receive new request from supervisors. Generate request for quotation on departmental data system (Devolution). Evaluate quotations. Recommend successful bidder/service provider to supervisor. Receive the approved request submission from supervisor. Submit the approved memo to Order section for order generation. Comply with the turn-around times. Acknowledge the request with the client office. Draft a project plan. Source the quotes from supplier within 5 working days. Check quotation on the system after closing date and/or time. Compile and finalize the application package. Compile the quotation register. Update the spread-sheet/register on a weekly basis. Submit progress report to the supervisor.
  - **APPLICATIONS**: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above [http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx](http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx)
  - **NOTE**: Coloured, Indian and White males and females and persons with disabilities are encouraged to apply.
DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION: Ms E Steenkamp

CLOSING DATE: 23 February 2018

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your

OTHER POSTS

POST 06/64

DEPUTY DIRECTOR: LOGISTIC AND ASSET MANAGEMENT REF NO: B1/A/2018

Directorate: Supply Chain Management

SALARY: R657 558 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules

CENTRE: HSRC Building, Pretoria


DUTIES: Manage and maintain Departmental asset and inventory registers. Manage expenditure of goods procured and receipt thereof. Manage and maintain Departmental pool vehicles and chauffeur service. Manage and administer
Departmental cellular phones. Management of losses and disposal of obsolete assets and inventory. Provide technical advisory service to all relevant stakeholders. Manage and lead the Asset Management Unit.

ENQUIRIES
Ms S Mgwaba
Tel: 012 312 7844

NOTE
In terms of the Chief Directorate’s employment equity target, African males and persons with disability are encouraged to apply.

POST 06/65
DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO. B1/B/2018
Directorate: Support and Mitigation Programmes

SALARY
R657 558. per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules

CENTRE
HSRC Building, Pretoria

REQUIREMENTS
An appropriate Bachelor’s Degree or equivalent qualification. At least five (5) years’ experience in the policy development field. Knowledge of relevant legislation and policies in the HIV and AIDS field. Knowledge and skills regarding processes of policy research. Ability to interpret and apply policies through analytical and innovative thinking. Knowledge of and experience in policy development and analysis. Competencies: Financial management skills. Project management skills. Social research analytical skills. Communication (written and verbal) skills. Planning and organising skills. People management skills. Problem-solving skills. Policy development and analytical skills. Monitoring and evaluation skills. Attributes: Ability to work in a team and independently. Ability to work under pressure. Compliant.

DUTIES
Review current policy framework on Community Based Care Programme for HIV and AIDS. Develop norms and standards for the Community Based Care Programme. Develop a framework for the management of Community Based Care Organisations. Develop policy monitoring and evaluation framework. Set research agenda for the care and support programme. Coordinate and manage research activities related to care and support. Conceptualise, conduct and commission research for policy development.

ENQUIRIES
Ms R Pooe
Tel: 012 312 7832

NOTE
In terms of the Chief Directorate’s employment equity target, African, Indian and White males and Coloured and White females as well as persons with disability are encouraged to apply.

POST 06/66
ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO. B1/C/2018
Directorate: Information and Knowledge Management

SALARY
R334 545. per annum

CENTRE
HSRC Building, Pretoria

REQUIREMENTS

DUTIES
Review, maintain and implement the file plan for the Department. Conduct regular inspections and advocacy on records to ensure that sound records management practices are followed. Ensure that classified records (records with a security classification) are managed and maintained according to the MISS document. Coordinate the transfer of records to archival off-site institution. Implement a systematic records disposal programme. Assist with the review and implementation of a records management policy and procedure manual. Liaise with National Archives on all matters related to Records......
Management. Manage service level agreements with external service providers.

ENQUIRIES: Mr M Machubeng Tel: 012 312 7839

NOTE: In terms of the Chief Directorate’s employment equity target, persons with disability are encouraged to apply.

POST 06/67: SOCIAL WORK POLICY DEVELOPER REF NO. B1/D/2018
Directorate: Recruitment and Retention Programme for Social Service Practitioners

SALARY: R323 178. – 516 279. per annum (salary will commensurate with years of experience)

CENTRE: HSRC Building, Pretoria


DUTIES: Develop, implement and monitor policies for social service practitioners’ support and compliance. Support establishment and functioning of the South African Council for Social Service Professions (SACSSP). Keep up to date with new developments in the social work and management fields. Compile reports and other documents as required. Conduct research and promote evaluation of programmes, policies and legislation. Perform the administrative functions required in the unit.

ENQUIRIES: Ms G Rapoo Tel: 012 312 7755

NOTE: In terms of the Chief Directorate’s employment equity target, African, Coloured and White males and African and White females as well as persons with disability are encouraged to apply.
ANNEXURE N

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 hand deliver or courier your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the Department of Telecommunications and Postal Services, iParioli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street). Due to the limited time frame to fill the positions, applications posted and received after the due date, will not be considered even if the application was posted before the due date.

FOR ATTENTION: Ms Louisa Kgang/Ms Tania Beukes/Mr Thabo Rangwato

CLOSING DATE: 23 February 2018

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department, should be accompanied by a recently updated comprehensive CV, and certified copies (not older than six (6) months) of all qualification, statement 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.

OTHER POSTS

POST 06/68: DEPUTY DIRECTOR: ACCOUNTS (REF: DDA)

SALARY: A basic salary of R657 558 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A relevant three year tertiary qualification majoring in Accounting and/or Financial Management at NQF level 6 (NQF level 7 will be an added advantage), as recognized by SAQA. At least 5 years or more experience in Public Financial Management; 3 years must be at middle management level (Assistant Director/Deputy Director). Skills and Competencies: Knowledge of Public Financial 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, BAS and Vulindlela utilization, Preferential Procurement Policy Framework Act (PPPFA) and Broad Base Black economic empowerment (BBBEE). 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 implement financial policies and procedures to ensure effective and efficient budget management within the DTPS to ensure compliance with PFMA, treasury regulations, and other relevant regulations. Be able to draw information on Vulindlela, reconcile to relevant systems. Compile financial statements in accordance with the treasury guidelines and PFMA for reporting and compliance purposes. Maintain effective, efficient and transparent financial and other systems to improve internal controls and accuracy of information. Ensure compliance with the PFMA, Treasury regulations, Generally Accepted Accounting Practices (GAAP) and other relevant regulations. Ensure timeous and accurate recording of revenue, expenditure, assets and liability accounts so that there is readily available
updated information. Manage the preparation of monthly reports for submission to the Accounting Officer and National Treasury for compliance purposes. Act as a system controller for the BAS and SAFETYWEB systems to ensure access, proper control and segregation of duties and functionality of the system. Ensure effective and efficient management of the cashier’s office, bookkeeping and salaries for purposes of improved service delivery.

ENQUIRIES : Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006/Mr Thabo Rangwato (012) 427 8533

POST 06/69 : ASSISTANT DIRECTOR: PHYSICAL SECURITY (REF: ASDPS)

SALARY : A basic salary of R334 545 per annum

CENTRE : Pretoria, Hatfield

REQUIREMENTS : A relevant tertiary qualification in a safety and security management field discipline or Security Managers course at NQF level 6, as recognized by SAQA. At least 3-5 years’ experience in the safety and security field and NIA Security Advisory Training will be an added advantage. Skills and Competencies: Knowledge of Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS), Departmental Business Processes, National Information Security policy, Safety and Security Risk and threats management, Safety and security management administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, physical security of IT infrastructure, fire regulation and fire protection and communication security), Security environment (State Security Agency, South African Policy Service, NPA), Security breaches and investigations, and registered with PSIRA. Must have excellent communications skills (both written and verbal), leadership and management, effective communication at all levels, report writing, presentation, planning and organising, programme and project management, Interpersonal and diplomacy, computer literacy, detecting, analytical thinking, problem solving, decision making, motivational and conflict management skills.

DUTIES : The successful candidate will provide strategic support service to the Deputy Director: Security & facilities in terms of Physical security and security contract administration in ensuring that an effective, efficient and robust security systems exist and effectively managed within the department in terms of the Minimum Information Security Standards and other physical security prescripts of the South African Police Service (SAPS). Develop and implement a physical security policies and procedures within the Department. Develop physical security strategy for the department. Manage outsourced security and all security contracts of the department. Develop and implement security-related training and awareness programmes. Interact with security-related and relevant authorities (SAPS; SSA; SIU; etc). Standardise physical security measures within the department.

ENQUIRIES : Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006/Mr Thabo Rangwato (012) 427 8533
APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

CLOSING DATE: 23 February 2017

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to Public Service Act of 1994.

OTHER POSTS

POST 06/70: ASSISTANT REGIONAL MANAGER (REF. NO: JI 01/2018)
Directorate management regions

SALARY: R334 545. per annum (Level 9)
CENTRE: East London
REQUIREMENTS: A Senior Certificate and an appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years working experience relevant work experience in the criminal justice sector with at least three (3) years’ experience on Supervisory level. Knowledge of relevant legislations and prescripts as well as how this post contributes to the implementation of National Development Plan. Knowledge of intergovernmental relations. A Valid driver’s license is essential. Computer literacy. Analytical and problem solving skills. Conflict, Time and Diversity management skills. Computer literacy.

DUTIES: The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff ad all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure best financial practice and account for assets reflected in unit’s register. Perform any duty delegated by the Regional Manager and or Director: Region Management

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/71: ASSISTANT DIRECTOR: INSPECTIONS/INVESTIGATIONS: (REF. NO.: JI 02/2018)
Directorate: Legal Services

SALARY: R334 545. per annum (Level 9)
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate and Law degree or other recognised relevant qualification on NQF 6. At least five years relevant working experience in a criminal justice environment of which at least three years must have been in a supervisory capacity/level. A Valid driver’s licence is essential. In-depth knowledge of the Constitution and other relevant legislation. Must have the following skills: Managerial, strategy, investigation, communication (verbal and in writing), report writing, computer literacy. Must be able to meet deadlines and function under pressure. Willingness to travel extensively on short notice and work in a correctional services environment is essential. Must be willing to relocate.

DUTIES: The successful candidate will be responsible for, among others, conducting and evaluating inspections and investigations at correctional centres. Assist the Deputy Director: Inspections/investigations in analysing inspection/investigation reports received from inspectors and stakeholders and making findings and recommendations. Assist in strategic planning, and developing and maintaining effective policies, systems and frameworks for the unit. Foster and manage effective relationships with relevant stakeholders. Manage, evaluate and monitor performance of employees. Assist the Deputy Director with monitoring and utilisation of the sub-directorate’s budget.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/72: ADMINISTRATIVE OFFICER: VISITORS COMMITTEE COORDINATOR (VCCO (REF. NO.: JI 03/2018)
Directorate: Management Region

CENTRE: Bloemfontein
REQUIREMENTS: Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 2 years’ experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

DUTIES: The successful candidate will be responsible to provide support to the Independent Correctional Centre Visitors. Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits and arrange inductions for Independent Correctional Centre Visitors. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the Independent Correctional Centre Visitors. Manage the relationship with stakeholders (good working relationships).

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/73: STATE ACCOUNTANT: (REF. NO.: JI 04/2017)
Directorate: Support Services

CENTRE: Pretoria / Cape Town
REQUIREMENTS: A Senior Certificate and a relevant Bachelor’s degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel). Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g., BAS, Persal, LOGIS etc. Must have a valid driver’s licence.

DUTIES: Responsible to administer and apply internal control measures. Assist the preparing the Judicial Inspectorate for Correctional Services budget. Collect
reasons for variance on a monthly basis and report to the Chief Executive Officer. Assist with the development and maintenance of departmental expenditure policies and delegations; Collect and bank revenue as per prescripts and reconcile accounts; Verify source documents and process subsistence and travel claims and advances; Process supplementary payroll and salary related transactions Reconcile Persal and BAS salary related expenditure; Prepare the Key Management Personnel expenditure schedule.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/74 : SECRETARY TO THE CHIEF EXECUTIVE OFFICER: (REF. NO.: JI 05/2017) Office of Chief Executive Officer

SALARY : R152 862. per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows: MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

DUTIES : The successful candidate will be responsible to serve as the secretary/administrator to the Chief Executive Officer. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/75 : SECRETARY TO THE INSPECTING JUDGE: (REF. NO.: JI 06/2017) Office of the Inspecting Judge

SALARY : R152 862. per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows: MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

DUTIES : The successful candidate will be responsible to serve as the secretary/administrator to the Inspecting Judge. Answering and screening of telephone calls. Liaise with the Judge’s Personal assistant regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Inspecting Judge.

ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.

POST 06/76 : SECRETARY TO DIRECTOR: (REF. NO.: JI 07/2017) Directorate: Legal Services, Support Services and Management Regions

SALARY : R152 862. per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows: MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be
subjected to a technical exercise that intends to test relevant technical elements of the job. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**DUTIES**

The successful candidate will be responsible to serve as the secretary/administrator to the Inspecting Judge. Answering and screening of telephone calls. Liaise with the Judge’s Personal assistant regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Inspecting Judge.

**ENQUIRIES**

Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
**APPLICATIONS:** The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

**FOR ATTENTION:** Mr K Futhane

**CLOSING DATE:** 23 February 2018 @16h30

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

**MANAGEMENT ECHELON**

**POST 06/77:** CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (LES)

**SALARY:** All-inclusive package of R1 127 334 per annum (Level 14)

**CENTRE:** Pretoria

**REQUIREMENTS:** LLB and Admitted as Attorney or Advocate. LLM will be an added advantage. A minimum of ten (10) years’ relevant experience within identified relevant areas of speciality, of which at least five (5) years must be on Senior Management level. Experience in the public service is essential. Knowledge and understanding of legislation applicable in the public service, expertise in the government corporate management framework, financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts.

**DUTIES:** The successful candidate will be responsible for: Giving legal advice and drafting legal opinions on the application and effects of national legislation, Provide strategic direction to the unit and quality assurance on all legal issues and legal documentation in support of The Presidency. Provide day-to-day management of LES staff and provide PSLAs with support. Manage LES Communications and Stakeholder Relations. Manage and administer information and documents for LES. Conduct Strategic Planning, Budgeting and MTEF processes of the LES Chief Directorate to ensure high performance and cost effectiveness of legal services. Management of Legal risks.

**ENQUIRIES:** Ms L Boshielo (012) 300 5864

**POST 06/78:** DIRECTOR: SUPPLY CHAIN MANAGEMENT

**SALARY:** All-inclusive remuneration package of R948 174 per annum (level 13)

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate three year Bachelor’s degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years’ experience at middle/senior managerial level in a Supply Chain Management environment. Candidates must have the following competencies: Excellent
verbal communication and report writing skills. Good computer skills, client orientation and customer focus. Sound financial management skills. Problem solving and analysis skills. Excellent strategic capability and leadership. Program and project management, People management and empowerment, change management, Public Service Regulatory Framework, Policy formulation process within Government, Business and management principles involved in strategic planning as well as resource allocation. Good understanding of monitoring and evaluation methods, tools and techniques.

**DUTIES**

The successful candidate will be responsible for: Providing a support service to the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Providing strategic direction with regard to Supply Chain Management functions to the Directorate and the department. Management of Assets, Demand Management, Logistics and Acquisition sub-directorates as well as the Transport section. Managing the Department’s LOGIS System. Providing assistance with the determination of bid evaluation criteria and compilation of tender documents, evaluation of bids and recommendation to the Bid Committees. Liaising with relevant role players in the financial environment regarding transversal matters.

**ENQUIRIES**

Mr K Futhane Tel: (012) 300-5995

**OTHER POSTS**

**POST 06/79**

**SALARY**

R334 545 per annum (level 9)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Senior Certificate plus an appropriate Bachelor’s Degree/ National Diploma or equivalent qualification on NQF level 6 in Hospitality Management or related field. Minimum of three (3) years’ experience in Hospitality Management or related field. Candidates must have the following competencies: Communication, both oral and writing, Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary. Comprehensive knowledge of policies and practices related to hospitality industry customers. Knowledge of the relevant general public service-wide legislation, Client orientation and customer focus, willing to work extended hours, when necessary.

**DUTIES**

Coordinate and provide Cleaning and Laundry services in the official residence. Conduct routine checks in all public and private and immediate surrounding areas of the official residence to ensure cleaning and hygiene standards are maintained. Develop cleaning checklist and establish reporting system. Coordinate the provisioning of Accommodation services in the official residence. Ensure all preparations and arrangements for the comfort of residents and guest’s accommodation requirements are in place and to the relevant standards and specifics of the residents. Liaise closely with catering management to ensure relevant information relating to residents and guests special requirements are communicated. Coordinate the provisioning of events management in the official residence. Liaise with Manager and Principals about specific needs for events that need planning. Communicate the plan to the team and provide them with information on their roles and responsibilities. Develop deployment plan and obtain overtime pre-authorisation. Coordinate administration duties in respect of Housekeeping operations. Manage and maintain the Housekeeping inventory and order new supplies when necessary. Prepare and provide periodic reports of all Housekeeping related expenditure to Household Manager. Control and manage the relevant asset registers. Record and report losses and damages. Supervise the Household housekeeping personnel. Ensure Performance Agreements are developed, conduct performance reviews and assessments of subordinates. Manage in-service training and development.

**ENQUIRIES**

Mr J Human, Tel: (012) 342 2566

**POST 06/80**

**SALARY**

R334 545 per annum (level 9)

**CENTRE**

Cape Town
REQUIREMENTS: A Senior Certificate plus an appropriate Bachelor’s Degree/ National Diploma or equivalent qualification on NQF level 6 in Hospitality Management or related field. Minimum of three (3) years’ experience in Hospitality Management or related field. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary. Comprehensive knowledge of policies and practices related to hospitality industry customers. Knowledge of the relevant general public service-wide legislation, Client orientation and customer focus, willing to work extended hours, when necessary.

DUTIES: Coordinate and provide Cleaning and Laundry services in the official residence. Conduct routine checks in all public and private and immediate surrounding areas of the official residence to ensure cleaning and hygiene standards are maintained. Develop cleaning checklist and establish reporting system. Coordinate the provisioning of Accommodation services in the official residence. Ensure all preparations and arrangements for the comfort of residents and guest’s accommodation requirements are in place and to the relevant standards and specifics of the residents. Liaise closely with catering management to ensure relevant information relating to residents and guests special requirements are communicated. Coordinate the provisioning of events management in the official residence. Liaise with Manager and Principals about specific needs for events that need planning. Communicate the plan to the team and provide them with information on their roles and responsibilities. Develop deployment plan and obtain overtime pre-authorisation. Coordinate administration duties in respect of Housekeeping operations. Manage and maintain the Housekeeping inventory and order new supplies when necessary. Prepare and provide periodic reports of all Housekeeping related expenditure to Household Manager. Control and manage the relevant asset registers. Record and report losses and damages. Supervise the Household housekeeping personnel. Ensure Performance Agreements are developed, conduct performance reviews and assessments of subordinates. Manage in-service training and development.

ENQUIRIES: Mr E White, Tel: (021) 689 9121

POST 06/81: CATERING MANAGER (2 POSTS)

SALARY: R334 545 per annum (level 9)

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate plus an appropriate Bachelor’s Degree/ National Diploma or equivalent qualification on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum of three (3) years’ relevant experience. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary.

DUTIES: Coordinate, provide and maintain a consistent high standard of catering service, daily food and beverages services at the official residence. Leading and managing catering personnel in the preparation, cooking, garnishing and presentation of food. Meeting with Household Manager to discuss menus for the Principals, family and guests in the official residence. Determine how food should be presented and create decorative food displays. Collaborating with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal requests and special dietary demands/restrictions. Managing and co-ordinating the preparation and servicing of food and beverages, set-up tables and chairs in accordance with standards and specifications. Establishing, implement and maintain an acceptable catering standard and ensure a healthy environment. Setting the standard for preparation of food and beverages and ensure that the general objectives for Household are achieved. Conducting routine environment analysis and spot checks. Demonstrate new cooking techniques and equipment to staff. Ensure that all security regulations are followed and adhered to. Coordinating the provisioning of events management in the official residence. Contribute in developing events plan to ensure coordination of catering activities. Obtain the guests list and make logistical arrangements. Coordinating administration duties in respect of the catering section. Ensuring
Catering unit’s adherence to Human Resource/ Financial/ Procurement policies and procedures. Coordinating planning, budgeting and purchasing of all the catering operations within the establishment. Responsible to compile monthly catering expenditure reports. Assisting with the managing of Household petty cash and accounting. Manage stores and track inventory and order new supplies when necessary. Supervise the Household catering personnel. Ensure Performance Agreements are developed; conduct performance review and assessment of subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilized efficiently and effectively. Advice the Household on policy matters related to catering. Manage in-service training and development.

ENQUIRIES : Mr J Human, Tel: (012) 342 2566
ANNEXURE Q

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: The Department of Social Development, Private Bag x 20616, Bloemfontein 9300, or place applications in an application box at Standard Bank Building, Ground Floor, Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION: Ms. MV. Mophethe: Human Resource Planning and Advisory Services

CLOSING DATE: 23 February 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic, managerial competencies using DPSA SMS competency assessment tools. All short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

MANAGEMENT ECHELON

POST 06/82: CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: SWS 01/18

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

CENTRE: Bloemfontein: Provincial Office


DUTIES: Provide strategic direction and support in the execution of: Children Services, Family Services, Special Needs and Social Relief. Manage and coordinate sector department funding. Manage the provision of Early Childhood Development Programmes. Manage the provision of Foster Care Services, alternative care and adoption services. Manage and facilitate the provision of Social Welfare Services and Community Based Care and support to families. Oversee the development and implementation of the Department’s strategic plan. Oversee the development and mainstreaming of gender policies. Develop and drive long-term strategies and initiatives together with stakeholders and partners throughout the Department. Ensure efficient and
optimal organizational performance and use of resources. Develop and maintain a risk management strategy.

ENQUIRIES : Mr. A.J. Venter (051) 405 4926

POST 06/83 : DIRECTOR: DISTRICT SERVICES REF NO: DC 17/01/17

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

CENTRE REQUIREMENTS : Mangaung Metro District Office (Thaba Nchu)

DUTIES : Strategically guide and direct the District in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of District Mangaung Metro to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO’s, CBO’s, FRO’s, TLC’s and communities to enhance accessible and coordinated social services. Participate in the development of and strategically guide the successful implementation of the Department’s 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the FSGDS and report monthly, quarterly and annually thereon. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)

ENQUIRIES : Ms. M.I.W. Khoabane (051) 4090565

POST 06/84 : DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CS 01/18

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

CENTRE REQUIREMENTS : Bloemfontein (Provincial Office)

DUTIES : Manage the human resource provisioning in the Department (Recruitment and Selection). Administer conditions of service in the Department. Ensure proper monitoring and compliance with Human Resource policies. Provide support services, including HR Registry in the department. Manage Labour Relations and Employee Health and Wellness for the department. Management of resources of the directorate, i.e. human, assets and financial resources.

ENQUIRIES : Advocate T.J. Phahlo (082 044 0057)

POST 06/85 : DIRECTOR: YOUTH DEVELOPMENT REF NO: DSS 01/18

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

CENTRE REQUIREMENTS : Bloemfontein (Provincial Office)

DUTIES : Manage the budget of Youth Development sub-directorate. Provide support to the districts on Youth Development programmes. Manage personnel within the sub-directorate. Facilitate the process of funding, monitoring and evaluation of youth development income generating projects. Provide reports to the Senior
Management of the department. Represent the Department in various forums. Initiate establishment of both provincial and district youth development forums. Advice the department on Youth Development programmes that must be undertaken in the districts.

ENQUIRIES: Ms. M.I.W. Khoabane (051) 4090565

OTHER POSTS

POST 06/86: SOCIAL WORK MANAGER GRADE 1 (12 POSTS)

SALARY: R712 827 – R802 305 per annum (Level 10)

CENTRE:
- DC: 18/02/18 Lejweleputswa District X2
- DC: 20/01/18 Fezile Dabi District X1
- DC: 16/02/18 Xhariep District X2
- DC: 19/03/18 Thabo Mofutsanyana (Qwa Qwa Regional Office X3)
- DC: 19/12/18 Thabo Mofutsanyana (Bethlehem Office X2)
- SWS 04/18 (Substance Abuse X1) Bloemfontein (Provincial Office)
- SWS 05/18 (Older Persons X1) Bloemfontein (Provincial Office)


DUTIES: Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES: Ms. F.F. Nondabula (053) 205 9868 Xhariep,
Mr M. Tyobeka 051 410 6910/11 Mangaung Metro,
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa,
Ms. Martins (056) Fezile Dabi,
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana/Bethlehem Office,
Ms. C. Senatle (051) 409 0629 (Substance Abuse)
Ms M. Motsemme 083 274 5610 (Older Persons) Provincial Office.

POST 06/87: MANAGER: COMMUNITY DEVELOPMENT GRADE 1 (5 POSTS)

SALARY: R712 827 – R802 305 per annum (Level 11)

CENTRE:
- DC 16/04/18 Xhariep X1
- DC 18/04/18 Lejweleputswa X1
- DC 19/11/18 Thabo Mofutsanyana X2
- DC 20/04/18 Fezile Dabi X1

REQUIREMENTS: Appropriate Bachelor's Degree in Community Development / Social Sciences or equivalent qualification. A minimum of 10 years recognizable experience in Community Development. Knowledge of PFMA, Public Service Act, Treasury Regulation and Public Service Regulations. Knowledge of funding policy of the Department of Social Development. Computer literacy. Valid driver's license.

DUTIES: Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and
effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

ENQUIRIES
Ms. F.F. Nondabula (053) 205 9868 Xhariep,
Maikgosho (057) 916 8740 Lejweleputswa,
Ms. Martins (056) Fezile Dabi,
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana

POST 06/88 : DEPUTY DIRECTOR: NON-PROFIT ORGANISATION REF NO: CD 03/18
SALARY : An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
CENTRE : Bloemfontein (Provincial Office)
REQUIREMENTS : An appropriate Degree / National Diploma. A minimum of 3 years’ working experience in the management of nonprofit organizations (NPO). Interpersonal, communication, planning, presentation and facilitation skills. A valid driver’s license (Motor Vehicle)
DUTIES : Manage capacity building and empowerment programmes for emerging CBOs, CSOs and NPOs. Facilitate registration of NPOs with the National office. Establish and facilitate NPO forums at provincial, district and local level. Monitor compliance of NPOs with the Act. Create an enabling environment to operate. Ensure the review, revision and implementation of guidelines, prescriptions and relevant legislation. Liaise with the districts, NPOs and other stakeholders on issues affecting the sector. Manage appeals with regard to refusal to register, deregistration/cancellation. Management and development of staff

ENQUIRIES : Mr. S.R. Letsoko - 0832543141

POST 06/89 : DEPUTY DIRECTOR: MONITORING AND EVALUATION AND PROJECT MANAGEMENT REF NO: CD 04/18
SALARY : An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
CENTRE : Bloemfontein (Provincial Office)
REQUIREMENTS : An appropriate Degree / National Diploma. A course in Monitoring and Evaluation / Project Management will serve as an advantage. A minimum of 3 years’ working experience in the management of non-profit organizations (NPO). Interpersonal, communication, planning, presentation and facilitation skills. A valid driver’s license (Motor Vehicle)
DUTIES : Develop and manage project management strategies, guidelines and tools. Provide project management capacity building to funded organizations. Develop and manage a database of funded projects. Manage the implementation of Service Level Agreements and Memoranda of Agreements signed with NPOs, Cooperatives, Institutions and Social Corporate Investment partners. Assess the quality of service delivery by NPOs, which received financial awards from the department. Manage appeals with regard to non-compliance and Manage and develop staff

ENQUIRIES : Mr. S.R. Letsoko – 0832543141

POST 06/90 : DEPUTY DIRECTOR: ICT MANAGEMENT REF NO: CS 08/18
SALARY : An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.
CENTRE : Bloemfontein (Provincial Office)
REQUIREMENTS : Bachelor’s Degree or National Diploma in Information Technology or Computer Science. Minimum 3 years of proven experience of managing ICT operations, including systems and server environment, and preparing detailed reports. Practical demonstration of knowledge and skills relating to managing an end-to-end ICT infrastructure environment. Valid driver’s license
DUTIES : Responsible for the administration, optimisation and efficient operations of the IT systems, including monitoring of usage and performance, as well as the identification of enhancement opportunities and system failures. Ensure that network diagrams are developed and maintained properly. Develop
information and technology systems infrastructure and conduct investigation in the maintenance of existing technologies, availability need and demonstrate new technologies. Ensure availability, capacity and security management within the network servers and desktop environment. Manage activities of the server administration and related support staff. Manage information systems to support business-related activities. Promote the optimal and efficient utilisation of computer technology as a key enabler in the delivery of information and related services, with a view to enhance departmental service delivery. Establish and implement IT operational plans, policies and strategies. Review IT risks and ensure mitigation plans are developed and executed. Ensure conformance of all IT products, systems and services to departmental needs. Management of resources (financial, assets etc.) and ensure supervision of personnel in the ICT Operations sub-direcotrate. Asset management of the ICT Management Sub-Directorate.

ENQUIRIES
Ms. N Ntomela 062 520 4745

POST 06/91 : DEPUTY DIRECTOR: ORGANISATION DESIGN REF NO: CS 02/18

SALARY
An all-inclusive package R657 558 per annum (Level 11), structured in terms of the applicable remuneration rules.

CENTRE
Bloemfontein (Provincial Office)

REQUIREMENTS
Bachelor's degree/National Diploma in Management Services/Administration/ Organization and Work Study or equivalent qualification at NQF Level 6 as recognized by SAQA. Job evaluation certificate. Minimum 3 years’ experience as an Assistant Director within the Organizational Design field, and a valid driver's license. (Motor Vehicle).Sound knowledge of: Public Service Act, Public Service Regulations 2016, Policy Prescripts and Collective Agreements underpinning organizational design and job evaluation. An in-depth understanding of job evaluation processes, organization design tools and processes, business processes mapping/ modelling and compiling job descriptions. Computer literacy with proven ability to utilize Orgplus and Visio. Communication skills both written and verbal, Presentation/ facilitation skills, Change management and ability to work under pressure.

DUTIES
Manage the development and review of the organizational structure and ensure it is aligned to the departmental mandates. Manage the job evaluation process. Facilitate the development of job descriptions in the department. Manage the human capital and financial resources in the component.

ENQUIRIES
Ms. S.A. Mokhitli (083 395 3904)

POST 06/92 : ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: (COMMUNITY MOBILISATION) REF NO: CD 01/18

SALARY
R432 384 -581 085 per annum (Level 9)

CENTRE
Provincial Office Bloemfontein

REQUIREMENTS
Appropriate Bachelor's Degree / National Diploma in Development Studies, Community Development and other related studies. Computer literacy. Minimum of 8 years' recognizable experience in Community Development. Valid driver's license (Motor Vehicle)

DUTIES
Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up-to-date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

ENQUIRIES
Ms. M.I.W. Khoabane (051) 4090565

POST 06/93 : ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: SUSTAINABLE LIVELIHOOD (2 POSTS) REF NO: CD 02/18

SALARY
R432 384 -581 085 per annum (Level 9)

CENTRE
Provincial Office Bloemfontein

DUTIES: Co-ordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Co-ordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up-to-date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

ENQUIRIES: Ms. M.I.W. Khoabane (051) 4090565

POST 06/94: ASSISTANT MANAGER: LABOUR RELATIONS: REF NO: CS 03/18

SALARY: R334 545 per annum (Level 9)
CENTRE: Bloemfontein (Provincial Office)
REQUIREMENTS: Appropriate B Degree in Labour Law or equivalent qualification with Labour Law. Minimum of 3 years’ working experience. A valid driver’s license (Motor Vehicle)

DUTIES: Advise management on all Labour Relations matters. Assist in the development and implementation of Labour Relations guidelines/policies. Handle collective bargaining issues. Handle grievances and disciplinary cases. Represent the Department in Arbitration and Conciliation. Conduct research, train line functionaries and give advice on labour legislation and related matters. Promote sound labour practices and discipline within the Department. Overall supervision of the component

ENQUIRIES: Advocate T. Tsoeu 072 369 7248

POST 06/95: MONITORING SPECIALIST REF NO: FS 03/18

SALARY: R334 545 per annum (Level 9)
CENTRE: Bloemfontein (Provincial Office)
REQUIREMENTS: Appropriate Bachelor’s Degree / National Diploma in Accounting/Economics or Business Management. Minimum of 3 years’ experience in the field.

DUTIES: Develop the Department’s Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks. Develop the Department’s Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department’s Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource/verification documents as required by the Auditor-General. Monitor and report on the performance of the Department in relation to the following: Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/or MEC Budget Injunctions, Government Programmes of Actions (national and provincial)

ENQUIRIES: Mr. T. Ntsane (051) 409 0626

POST 06/96: SOCIAL WORK POLICY DEVELOPER GRADE 1 (SOCIAL CRIME PREVENTION) REF NO: DC: SWS 03/18

SALARY: R323 178 - R362 106 (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)
CENTRE: Provincial Office Bloemfontein
REQUIREMENTS: Appropriate Bachelor’s Degree in Social Work. Current Registration with the SACESSP. A minimum of 8 years’ experience in Social Work

DUTIES: Develop, implement and maintain social work policies: monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies
and procedures and develop new policies/procedures where required, including costing the policies; Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field, study professional journals and publications to ensure that cognizance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields; Engage in continuous professional development activities as prescribed; Research and development, Perform the administrative functions required in the unit.

ENQUIRIES : Ms. D. Mafoyane (051) 409 0552

POST 06/97 : SERVER ADMINISTRATOR: ICT MANAGEMENT REF NO: CS 05/18

SALARY : R281 418 per annum (Level 8)
CENTRE : Bloemfontein (Provincial Office)
REQUIREMENTS : Bachelor's Degree or National Diploma in Information Technology or Computer Science. A minimum of 2 years’ experience in Microsoft Exchange environment, Microsoft Server support environment and Microsoft networking environment, knowledge of VM. MCSA 2012, MCP. A valid driver's license (Motor Vehicle)
DUTIES : Be responsible for installation, configure, maintenance and troubleshooting of Microsoft Windows Servers, Group Policy Objects, DNS, DHCP and Active Directory Infrastructure. Securing Microsoft server Infrastructure e.g. MS Updates, patches, deployment of software, and antivirus. Administration, Maintenance and troubleshooting of Virtual Environment. Server capacity and availability administration. Test new IT technology and implementation new solutions. Write of scripts for automation. Air-conditioners, UPS and generator administration in the server rooms. Analyzing system logs and identify potential issues. Maintain inventory of computer/server rooms. Provide 3rd line technical support. Provide technical inputs on tenders / quotes of ICT goods and services to ensure value for money and relevant ICT server infrastructure solutions. Provide general and specialized advice on ICT server infrastructure to all levels of the organization and sometimes to stakeholders.

ENQUIRIES : Ms. N. Ntombela 062 520 4745

POST 06/98 : SOCIAL WORK GRADE 1- 4 (29 POSTS)

SALARY : R226 686 - R516 279 (Level 7) (The grade and salary on appointment will be determined by the successful candidate’s previous appropriate experience)
CENTRE : DC 17/02/18 Mangaung Metro District X2
DC 16/02/18 Xhariep District X8
DC 19/03/18 Thabo Mofutsanyana District X 9
DC 20/02/18 Fezile Dabi District X 4
DC 18/02/18 Lejweleputswa District X 6

REQUIREMENTS : Bachelor’s Degree in Social Work. Current Registration with the SACSSP
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. Support Social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

ENQUIRIES : Ms. F.F. Nondabula (053) 205 9868 Xhariep
Mr M. Tyobeka 051 410 6910/11 Mangaung Metro
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa
Ms. Martins (056) Fezile Dabi
Ms. M.M. Mohaleroe (058) 718 7029/083 444 0275 Thabo Mofutsanyana

POST 06/99 : IT TECHNICIAN: REF NO: CS 04/18 (2 POSTS)

SALARY : R226 611 per annum (Level 7)
CENTRE : Bloemfontein (Provincial Office)
REQUIREMENTS
National Diploma in Information Technology or relevant ICT technical certifications. A valid driver’s license (Motor Vehicle)

DUTIES
Maintain and support local area network infrastructure in all offices in the district according to IT plans and policies, Management of IT equipment in the district, Perform new software and hardware installation and configuration, Provide user support on existing hardware and software according to specified Departmental norms and standards, Troubleshoot and resolve system and network problems. Adherence to Operational Level Agreement requirements and ICT policies, Conduct research on latest ICT trends and advise on implementation, Supervise and mentor interns, Train users on the utilisation of computers and computer systems and applications

ENQUIRIES
Ms. N. Ntombela 062 520 4745

POST 06/100
IT TECHNICIAN (5 POSTS)

SALARY
R226 611 per annum (Level 7)

CENTRE
DC 16/05/18 Xhariep District X1
DC 17/04/18 Mangaung Metro X1
DC 18/05/18 Lejweleputswa X1
DC 19/11/18 Thabo Mofutsanyana X1
DC 20/07/18 Fezile Dabi X1

REQUIREMENTS
National Diploma in Information Technology or relevant ICT technical certifications. A valid driver’s license (Motor Vehicle)

DUTIES
Maintain and support local area network infrastructure in all offices in the district according to IT plans and policies, Management of IT equipment in the district, Perform new software and hardware installation and configuration, Provide user support on existing hardware and software according to specified Departmental norms and standards, Troubleshoot and resolve system and network problems. Adherence to Operational Level Agreement requirements and ICT policies, Conduct research on latest ICT trends and advise on implementation, Supervise and mentor interns, Train users on the utilisation of computers and computer systems and applications

ENQUIRIES
Ms. F.F. Nondabula (053) 205 9868 Xhariep,
Mr. M. Tyobeka 051 410 6910/11 Mangaung Metro
Mr. M.J. Maikgosho (057) 916 8740 Lejweleputswa
Ms. M.M. Mohalero (058) 718 7029/083 444 0275 Thabo Mofutsanyana
Ms. Martins (056) Fezile Dabi

POST 06/101
SENIOR SECURITY OFFICER (20 POSTS)

SALARY
R183 558 per annum (Level 6)

CENTRE
DC 17/03/18 Mangaung Metro X2
DC 17/04/18 Boiketlong Old Age Home X1
DC 16/03/18 Xhariep District X3
DC 18/08/18 Lejweleputswa X2
DC 20/03/18 Fezile Dabi (Tweeling X1, Frankford X1)
DC 19/04/18 Thabo Mofutsanyana (FDCX1)
DC 19/05/18 Bethlehem X1
DC 19/06/18 Senekal X1
DC 19/07/18 Ficksburg X1
DC 19/08/18 Lady Brand X2
DC 20/05/18 Matete Matches Secure Care Centre X1
DC 19/09/18 Leratong Children’s Home X1
DC 19/10/18 Thekolohelong Welfare Centre X2

REQUIREMENTS
Grade E C D up to Grade B and PSIRA registration. 2-3 years relevant experience in Security Operations. Computer literate in MS Word, Excel, Power point. Ability to work under pressure. A valid driver’s license. Permanent appointment subject to Security clearance Recommendation: Grade 12/National Certificate (Vocational) or equivalent qualification

DUTIES

ENQUIRIES
Mr. S. Mohoboko (051) 4000 315 or Mr. J. Esau (051) 407 0705
POST 06/102: LEGAL ADMINISTRATION OFFICER (MR1-5) 2 POSTS

SALARY: R174 606 – R474 165 per annum
CENTRE: Bloemfontein (Provincial Office) Ref No: CS 06/18
REQUIREMENTS: An LLB Degree. At least 0 - 8 years appropriate post qualification legal experience
DUTIES: Draft legal documents, provide legal opinions and advise to the Department. Draft, vet, and edit contracts, service level agreements, conduct litigation and liaise with the state attorney and state law adviser on litigation for and against the Department, represent the Department and various forums and committees, make presentations on legislation and case law that has a bearing on the department.
ENQUIRIES: Advocate D. Tsotetsi: 083 274 1206

POST 06/103: SECRETARY HOD’S OFFICE REF NO: FS 01/18

SALARY: R152 862 per annum (Level 5)
CENTRE: Bloemfontein (Provincial Office)
REQUIREMENTS: Grade 12/ National Certificate (Vocational), relevant degree or National Diploma will be an added advantage. A high level of Computer literacy, (MS Word, MS Excel, PowerPoint Typing speed and accuracy of 45 words per minutes)
DUTIES: Receive all internal and external stakeholders who visit the office of the HOD and ensure that appointments are coordinated to ensure effective diary management, Render secretarial services to the HOD including typing documents, sending the facsimile message and making photocopies to ensure that the office runs smoothly, Ensure that all documents in the office of the HOD are filed and kept safety to ensure easy access to information, Ensure that guests to the office of the HOD are received in such a manner that the professional image of the office is enhanced, To obtain quotations for goods and services in compliance with policies and regulations.
ENQUIRIES: Ms. L. Mnguni (051) 409 0621

POST 06/104: ADMINISTRATIVE CLERK HOD’S OFFICE REF NO: FS 02/18

SALARY: R152 862 per annum (Level 5)
CENTRE: Bloemfontein (Provincial Office)
REQUIREMENTS: Grade 12/National Certificate (Vocational), Computer Certificate
DUTIES: Ensure efficient flow of information, documentation, including opening of files, filing and retrieval of files. Data capturing and retrieval. Render effective and efficient administrative and logistical support and ensure normal functioning of all daily operations of the office. Make logistical arrangements for the meetings. Procurement of furniture equipment and stationary.
ENQUIRIES: Ms. L. Mnguni (051) 409 0621
## POST 06/105: MEDICAL REGISTRAR REF NO: HRM 09/2018 (2 POSTS)

**Directorate:** Nuclear Medicine  
**SALARY:** R736 425 per annum plus benefits  
**CENTRE:** Steve Biko Academic Hospital  
**REQUIREMENTS:** Registrars must be registered with the Health Professions Council of South Africa and must be post Community Service.  
**DUTIES:** Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.  
**ENQUIRIES:** Prof. MM Sathekge (012) 354 1794  
**APPLICATIONS:** Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.  
**NOTE:** Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.  
**CLOSING DATE:** 23 February 2018

## POST 06/106: MEDICAL OFFICER GRADE 1 – 3 OBSTETRIC & GYNAECOLOGY 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 will be an added advantage. Commuted overtime is compulsory.  
**ENQUIRIES:** Dr B Uzabakirio, Tel No; (011) 812 5000  
**APPLICATIONS:** Applications to be sent to Pholosong Hospital, Private Bag X4, Brakpan, 1540. Hand delivery to 1067 Ndaba Street, Tsakane, 1550  
**NOTE:** The institution reserves the right not to fill the post. Employment verification is compulsory for all applicants. Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.  
**CLOSING DATE:** 23 February 2018

## POST 06/107: MIDDLE MANAGER: ADMINISTRATION (DEMAND AND ACQUISITION MANAGEMENT) (1 POST) REF NO: CHBAH 74

(This is the re-advertisement previous applicants are encouraged to apply).  
**Directorate:** Supply Chain Management  
**SALARY:** R657 558 per annum (All-inclusive package)  
**CENTRE:** Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS:** Degree or National Diploma in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/Public Management. 10 Years’ experience in the supply chain management field with financial management background of which 5 years must be experience as an assistant director level. Experience in Ms Office (Ms Excel, Ms Word and Ms
PowerPoint) and BAS, SAP and SRM. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Treasury Regulations and PPPFA. Knowledge of the public systems. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure and meet deadlines. Must be able to work under pressure and have the ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

**DUTIES**

Ensure effective and efficient systems related to the acquisition processes in the institution. Compilation, verification and consolidation of demand and procurement plans of goods and services for the institution. Ensure needs, market and expenditure analysis are conducted. Provide advisory support to end-users when drafting specifications (TOR). Provide administration support to management. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director’s office with regards to the Bid Adjudication Committee submissions and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Implementation of National Core Standards. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES**

Ms TTT Ravele (011) 933 9748

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3 pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**FOR ATTENTION**

Ms T.T.T. Ravele

**NOTE**

The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-
SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE : 23 February 2018

POST 06/108 : DEPUTY DIRECTOR- RTC MANAGER (3 POSTS), REFS/002464

Directorate: Professional Development

SALARY : R657 558 per annum (All inclusive remuneration package)

CENTRE : Central Office, Johannesburg

REQUIREMENTS:
Post graduate qualification in Human Resource Management /Development, 3 or 4 year degree in any Health Sciences fields with 5 year experience in the field of Education Training and Development. 3-5 year’s work experience as a middle manager. Current registration with the relevant statutory council, e.g. SANC, HPCSA. Knowledge of Health Sciences environment and legislation applicable to Public Health. Ability to develop and / or manage curricula. Experience in the field of HIV, AIDS, STI and TB, MCWYH, NCD and Primary Mental Health. Competencies needed: Good communication (written, verbal, presentation and negotiation) skills. Ability to supervise, mentor and manage team. Knowledge in Project, Financial, Risk and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook. Valid driver’s licence and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training reports and spend budget within specified time frames. An independent critical thinker. Recommendations: Experience in the field of Human Resource Management /Development. Research skills. Knowledge of Human Resource Development Legislations. Ability to work under pressure and meet set deadlines.

DUTIES:
Overall Management of the RTC. Responsible for performance of the development of the RTC Business Plan and its objectives. Plan, align, coordinate, manage monitor and evaluate the Regional Training Centre related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development manage accreditation of the new training programmes and career pathing of the mid-level workers. Performance management of personnel. Liaise with Higher Education Institution and School of Public Health on National and Provincial priority health projects. Manage all stakeholders involved in training. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Compile training information and statistics reports monthly, quarterly and annually.

ENQUIRIES : Ms. MH Lawrence Tel No: 079 881 5720

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, or apply online by visiting www.gautengonline.gov.za.

NOTE : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver’s licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified. All shortlisted candidates will undergo an essential computer test.
POST 06/109 : ASSISTANT MANAGER NURSING (AREA): HAST X 1 REF NO: REFS/002458
Directorate: Nursing Services

SALARY : R499 953. per annum. (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (ie. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate / recognizable experience at management level. Certificate in HIV management will be an added advantage. A computer literacy, good communication and interpersonal relation skills. People management skills, teamwork skills, self-motivated and goal orientated. Ability to work under pressure and report writing skills.

DUTIES : Coordination of the implementation of HAST strategic plan in line with 90 90 90, HIV and TB strategy. Collaboration and facilitation of the HAST Business Plan. Manage and coordinate human, financial and physical resources. Ensure proper referral system. Liaise with both internal and external stakeholders on HIV / TB related services. Implementing quality assurance to the HIV / TB programmes to ensure sustained treatment viral suppression and cure rate. Ensure proper reporting system. Ensure availability of HIV and AIDS, TB policies within the facility. Perform all other duties delegated by supervisor.

ENQUIRIES : Mrs. C. M. Malekane, Tel no (011) 898 8311
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 February 2018

POST 06/110 : CHIEF PHYSIOTHERAPIST REF NO: HRM 10/2018
Directorate: Physiotherapy

SALARY : R414 069 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or equivalent qualification. Proof of original as well as current registration with the HPCSA as an independent Physiotherapy practitioner. A minimum of 3 years’ experience (Excluding community service) in the Physiotherapy profession of which at least 3 years in supervisory position. Knowledge of public service legislation, policies and procedures. Good writing, communication, supervisory, planning and organizational skills. Ability to work in a multidisciplinary team.

DUTIES : Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Departmental Organogram. Manage own patient workload. In the absence of the Head of Department, attend relevant meetings and assume relevant functions on behalf of the Head of Department. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the section. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, evaluation and training of allocated operational staff and students. Management of personnel performance and review thereof.

ENQUIRIES : Mrs. FN Pebane (012) 354 1652
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at: www.gautengonline.gov.za
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 23 February 2018
POST 06/111: MIDDLE MANAGER: ADMINISTRATION (1 POST) REF NO: CHBAH 73
Directorate: Human Resource (Training and Development and PMDS)

SALARY:
R334 545 per annum (Level 9) (Plus Benefits)

CENTRE:
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
Grade 12 with 10 years’ experience in human resource on a supervisory level or a recognized three (3) years Degree/National Diploma/equivalent qualification with five (5) years’ experience in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant human resource legislative framework. Experience in training and development, PMDS and recognition of prior learning (RPL) certificate will an added advantage.

DUTIES:
Manage human resource training and development section. Manage the implementation of the human resource training and development sub directorate policies, plans and strategy. Develop internal controls, guidelines and procedures on training and development of employees in line with human resource practices, procedures, guidelines and policies. Ensure the implementation of AET (Adult Education Training), Internship and Learnership Programmes, Professional Development, Generic Training Programmes and Orientation and Induction Programme. Continually improve service delivery and administer performance measures through the development and pursuing a system approach to employee development based upon a department skills gap analysis and Performance Management Development System (PMDS). Manage the implementation of Performance Management Development System in the institution. Coordinate the compilation of the Workplace Skills Plan (WSP), coordinate the skills development committee meetings and manage the training report. Manage the implementation of grade and pay progression. (OSD and Non-OSD). Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to subordinates. Advice management and the department on human resource practices, procedures, guidelines and policies etc. Be responsible for mentoring and training officials. Do other reasonable ad-hoc exercises. Adhere to timelines. Monitor and evaluate policy development and implementation. Co-ordinate and execute policy strategy. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES:
Mr. ZP Khanyile (011) 933 8022

APPLICATIONS:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Ground floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION:
MR ZP Khanyile

NOTE:
The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and}
company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

**Closing Date**: 23 February 2018

**Post 06/112**: ASSISTANT DIRECTOR REF NO: CHBAH 72 (1 POST)

**Directorate**: Information, Communication and Technology

**Salary**: R334 545 per annum (All-inclusive package)

**Centre**: Chris Hani Baragwanath Academic Hospital

**Requirements**: National Diploma Information Communication and Technology or Matric with IT Diploma Information Technology or A+, N+, MSCE, Certificate of a least one programming language. A minimum of 5 years’ experience in Health Department Information communication and Technology and computer programming. Competencies: Network management and administration skills, computer programming. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage.

**DUTIES**: Manage Software applications, hardware systems, information technology platforms, telecommunications systems and ensure effective information security; Manage and ensure that backup/archives are scheduled and kept offsite; Manage the network, server and desktop environment to ensure required capacity and security. Manage applications and system currently in use (Medicom, RX, Down Referrals, IVS etc., Manage own patient load. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of IT call center personnel, Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**Enquiries**: Ms S. Ndlovu (011) 933 8401

**Applications**: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room Ground floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
FOR ATTENTION: Ms S. Ndlovu

NOTE: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE: 23 February 2018

POST 06/113: HR OFFICER: HR POLICY RESEARCH & DEVELOPMENT REFS/002465
Directorate: Human Resource Management

SALARY: R226 611 per annum (plus benefits)

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Degree/National Diploma in Human Resource Management with at least 1 year experience in Human Resource Management or a Grade 12/NQF 4 certificate with 3-5 years’ experience in Human Resource Management. 1 year experience in HR Policy Research & Development will serve as an advantage. Driver’s licence is mandatory. Knowledge of the Public Service Act, 1994, Basic conditions of service, Public Service Regulations and Resolutions etc. Computer literacy skills, ability to implement and interpret existing HR policies, basic research skills, planning and organisation skills. Analytical and problem-solving skills, creative and innovative skills, excellent report writing skills, good presentation skills, ability to manage projects and meet deadlines, team player, working under pressure, ability to work without close supervision and display a high level of commitment.

DUTIES: Identify HR policy development needs and conduct research, benchmark HR policies against other Departments for best practices, Provide HR policy workshops to all employees of the Gauteng Department of Health, develop a database of existing policies, assist with policy review process, advise institutions and managers with regard to the correct application of policies, monitor and evaluate the effectiveness of the implemented policies, coordinate HR forums for purposes of information sharing, maintain good relations with all policy stakeholders within the Department, conduct investigations arising from HR policy implementation, gather statistics and compile HR policy reports on a quarterly basis, keep abreast of developments at DPSA on a weekly basis.
by visiting the internet. Accept greater responsibility and perform other important tasks as required by the unit.

ENQUIRIES: Mr. Nicholas Mdlolo - Tel: (011) 355 3114
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver’s licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified, or apply online by visiting www.gautengonline.gov.za.

CLOSING DATE: 23 February 2018
POST 06/114: HEALTH INFORMATION OFFICER REF NO: CHBAH 75 (1 POST)
Directorate Health Information Management

SALARY: R226 611 per annum (Level 7) (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Grade 12 with 3 – 5 years’ experience in Health Information Management. Proficient in the use of computers. (Ms Office package - Ms Word, Ms Excel, PowerPoint). Sound knowledge of national health priorities, objectives and indicators. Understanding of the health information flow and reporting requirements. Ability to analyse and communicate results to end users. Ability to liaise with internal and external stakeholders. Knowledge of internal procurement services. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and knowledge of Labour Relations processes. High level of reliability. Ability to handle information confidentially. Good telephone etiquette. Ability to act with tact and discretion. Ability to handle tasks of multidisciplinary nature. Experience in a health care setting using Health Department Information Systems and software (DHIS) or a relevant tertiary qualification will be an added advantage.

DUTIES: Ensure that good quality data is collected across the hospital, verified, collated, captured into DHIS and submitted to the next level on time. Provide feedback to the reporting units through presentations and narrative reports. Ensure compliance with all provincial and national reporting requirements. Ensure that the health information records are filed properly and is readily available. Provide advice to ward managers and heads of departments with regard to Health Information Management. Put mechanisms in place to improve the quality of health information. Provide support and training to junior staff members in the Health Information Management unit. Manage staff. Perform other related duties as assigned and agreed upon. Attend to enquiries in a professional manner and give guidance and advice. Adhere to all legal instructions given to you in writing or verbally by a senior staff member. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms S.M.O. Masote (011) 933 8742
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3 pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION NOTE: Ms S.M.O. Masote
The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service
certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE : 23 February 2018

POST 06/115 : COMPUTER TECHNOLOGIST (1 POST) REF NO: CHBAH 71

Directorate: Information, Communication and Technology

SALARY : R226 611 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS :
Matric with IT Diploma or A+/N+/MCSE/ITIL. A minimum of 1-year experience in Health Department Information communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of Windows platform. (Windows OS, Ms. Office Suite). Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage

DUTIES :
Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls are attended to timeously, provide report. Conduct end user training. Trace and resolve tele faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support. Standby Provide system support and configure (HIS/RX, /IVS/VDI and Citrix). Maintain and configure hardware, telecommunications systems and ensure effective information security; Perform daily backup/archives; manage the network, server and desktop environment to ensure required capacity and security. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor

ENQUIRIES : Mr. E Mphahlele (011) 933 9037

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Ground floor, Main Admin Building or posted to The
FOR ATTENTION: Mr. E Mphahlele

NOTE: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE: 23 February 2018

POST 06/116: MATERIAL RECORDING CLERK REF NO: J/02/2018

Directorate: Supply Chain

SALARY: R152 862. per annum (plus benefits)

CENTRE: Jubilee District Hospital

REQUIREMENTS: Grade 12 Certificate plus minimum of 1 year experience in Supply Chain Management or Diploma /Degree in Supply chain management or logistics with minimum of 6 months experience. Must be knowledgeable on SAP, SRM and SAP R3. Good interpersonal relations and computer literate. good understanding of Supply Chain Policy, PAS 1 ,PAS 2, PFMA ,Treasury regulations, BBBEE. PPPFA, Inventory management and contract management policy.

DUTIES: Requesting of RFQ’S from suppliers or service providers, ensure that specification are clear and explicit. Obtaining SBD forms, Tax clearance certification, BBBEE certificates. Adjudication of quotations and compilation of comparison schedule. Prepare documents for budget allocations. Timorous creation of requisitions on SRM system. Expedite creation of purchase orders from HPC. Must be able to accept responsibility and complete work with acceptable pressure. Excellent time management, organisational skills, self-motivated and goal driven .Ability to effectively communicate to technical and non-technical personnel in the organization Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

ENQUIRIES: Mr. Dladla J.T (012)717 9487

APPLICATIONS: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than
3 months). No copy of a copy. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road Jubilee District Hospital

**CLOSING DATE**: 23 February 2018

**APPLICATIONS**: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or Email Recruitment.Premier@gauteng.gov.za or online on www.gautengonline.gov.za

**CLOSING DATE**: 23 February 2018

**NOTE**: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the 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 assessments tools.

**OTHER POSTS**

**POST 06/117**: DEPUTY DIRECTOR: NEWS AND MEDIA LIAISON REF NO: 002473

**Directorate**: Strategy and Media Liaison

**SALARY**: R657 558 – 774 576 per annum (all-inclusive remuneration package)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A Grade 12, 3-4 years Diploma/ degree in communication science. 4-5 years in junior management position. At least five years' experience in the news and media, strategic communications or government communications field. Proven strong writing, editing and other journalistic skills and experience, including writing news and feature articles, headlines and captions. In depth understanding of the mass media. An ability to manage the production and distribution process of a newspaper. Proficiency in at least three South African languages. Have a keen interest in current affairs. Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. Managerial and organisational experience. An understanding of and commitment to government objectives, policies and programmes. Relevant experience in new media management.

**DUTIES**: Manage the overall integrity of the Gauteng News and other publications, in line with government priorities and design standards. Plan content, print space, layout and design, coverage, advertising and scheduling for the monthly newspaper and other publications, strategically. Prepare, write, proof-read and edit content for Gauteng News as well as content for other Gauteng Provincial Government (GPG) publications, including booklets, posters,
pamphlets, and other media. Manage and convene diary meetings. Oversee, assign and mentor writers, interns, researchers and fact checkers. Assign duties to the team that will result in effective production and distribution of publications. Verify information for publication purposes. Monitor news gathering activities. Support the writing and editing of media statements, news releases, speeches and opinion pieces. Develop an efficient system for writing and editing of GPG communication products. Develop and update the editorial policy. Develop strategies for partnerships and participation from the public. Ensure effective distribution of the Gauteng News Publication and sustain key messages linked to the communication programme. Manage the financial and human resources of the sub-directorate. Assist in managing the Directorate. Compile strategic plans and monthly and quarterly progress reports for the sub-directorate.

ENQUIRIES
Ms Gugulethu Mdhluli Tel: (011) 298 5696/5661

POST 06/118
ASSISTANT DIRECTOR: LOGISTICS REF NO: 002401
Directorate: Supply Chain Management

SALARY
R334 545 – R 404 121 per annum

CENTRE
Johannesburg

REQUIREMENTS
A Grade 12, Bachelor's Degree/ National Diploma in Purchasing or related field with a minimum of 3 - 4 years' experience as a Senior Administration Officer in the Logistical Management Field and Supply Chain Management (majority of which should be in Transport and Inventory Management). Knowledge of the PFMA, Treasury Regulation, Framework for Supply Chain Management, PPPFA, and other relevant legislation. Supervisory experience within the Supply Chain Management. Advanced computer literacy, good interpersonal and communication (written and verbal) skills. Good customer relations management, Problem solving, and Decision making skills. Valid Driver’s Licence.

DUTIES
Manage all the provisioning administration and logistical services which includes Fleet Management and Inventory. Manage transport related services in the Office of the Premier, monitoring and controlling of incoming and outgoing stock. Conducting quarterly physical stock counts. Manage the components budget. Ensure compliance with the prescripts and policies related to Supply Chain Management which includes implementation of logistical policies. Development of systems and improvement of work process flows. Lead and guide the team to adopt best practice. Manage and control Departmental fleet which entails liaising with G-fleet (Government Garage) on leases of new fleet, liaise with merchants in respect of repairs/services for the fleet, address needs for any additional driving services as and when necessary. Compliant vehicle allocations, conducting fleet spot checks. Compile monthly and quarterly reports in Inventory management (Inventory stock reports) and Transport Management (Lease reports and G-fleet expenditure reconciliation reports). Manage Staff.

ENQUIRIES
Mr Mxolisi Xulu Tel: (011) 298 5696/5661

POST 06/119
ADMINISTRATIVE OFFICER: PERFORMANCE MONITORING AND EVALUATION X2 (CONTRACT UNTIL 31 MARCH 2019) REF NO: 002308
Chief Directorate: Performance Monitoring and Evaluation
(This is Re – advertisement, those applied previously must re-apply)

SALARY
R226 611 – R 266 943 per annum

CENTRE
Johannesburg

REQUIREMENTS
DUTIES: Assist with the coordination of quarterly performance review in key outcome areas including GEYODI targets. Facilitate data verification and validation. Undertake data analysis and strategic analysis and develop strategic performance reviews. Participate in monitoring and evaluation activities, including Service Delivery Monitoring. Assist with the management of evaluations and policy research. Support policy analysis to facilitate appropriate theories of change, setting of indicators and targets and alignment with policy priorities. Contribute to the design and maintenance of appropriate information management systems. Assist with logistical arrangements for travelling, meetings, workshops and other stakeholder engagements. Prepare and ensure distribution of meeting and workshop documents timeously. Assist with taking minutes in evaluation steering committee meetings, tracking and managing progress on evaluations undertaken. Assist with the capturing of data, collect and disseminate relevant project information and reports. Render secretariat services i.e. create, update and maintain project repository.

ENQUIRIES: Mr Tshepo Rasego, Tel: (011) 298 5696/5661
NOTES: This post was advertised on circular no. 4 with incorrect requirements and duties. Please see the correct and re-apply if necessary.
CLOSING DATE: 23 February 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION: Mrs. M. Chandulal

CLOSING DATE: 23 February 2018

NOTE: Directions To Candidates: The following documents must be submitted:
- Application for employment form (Z83) which is obtainable at any Government Department OR website.
- Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies.
- Curriculum Vitae and certified ID copy
- Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 46/17.

Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

MANAGEMENT ECHELON

POST 06/120: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO. GS 46/17
Component: Gastroenterology
(RE-Advertisement)

SALARY: R1 550 331 – R1 645 464 per annum (All-inclusive package) excluding Commuted Overtime, is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post. Commuted overtime to a maximum of 12 hours per week available provided the prescribed conditions are met.

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: MBCHB or equivalent plus Registered HPCSA qualification as a specialist in Internal Medicine, Plus Current Registration with the Health Professions Council of South Africa as a Medical Gastroenterologist PLUS 3 years experience after registration with HPCSA as a Medical specialist. Recommendation: Certificate in Gastroenterology (SA) or equivalent qualification (if not trained in South Africa). Experience in managing a gastroenterology unit. Knowledge, Skills, Training and Competency Required:
- Sound clinical gastroenterology, internal medicine and patient management skills.
- A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management.
- Teaching and research experience

DUTIES: Participation in tertiary Gastroenterology services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Clinical responsibility will be in the discipline of Gastroenterology but the incumbent can expect to assist with General Medicine (based on departmental operational need). Performance of procedures in the field of Gastroenterology that include liver biopsy, diagnostic and therapeutic endoscopy (upper and lower GIT), ERCP and other procedures as may be developed. Participation in the after hours service of Greys Internal Medicine and the Gastroenterology service (subject to operational need and annual renewal contract). Management Responsibilities: Development and support of Specialist Gastroenterology Services in the tertiary drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Gastroenterology Unit. Participate in the management of infrastructure, equipment and consumables in the Gastroenterology Unit. (This includes
liaison with the Dept of Surgery). Participation in and support of hospital administrative and quality control activities in the PMB Departments of Gastroenterology and Internal Medicine. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and the Head of Gastroenterology in the University of KwaZulu Natal. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the tertiary drainage area. Training and Research Responsibilities: Participation and support of staff training and development in specialist Gastroenterology services in the PMB Metro and in the tertiary drainage area, including subspecialty Gastroenterology training under the auspices of the Department of Gastroenterology at UKZN Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Gastroenterology and Internal Medicine. Participation in and support of clinical research activities in the PMB Departments of Gastroenterology and Internal Medicine

ENQUIRIES:
Dr K. Rasmussen : 033-897 3289

NOTE:
Incumbent to be based at Greys Hospital. Clinical

POST 06/121:
MEDICAL SPECIALIST- (GRADE 1, 2, 3 REF NO: GS 44/17)
Component: Dermatology
PMB Metropolitan Hospitals Complex
(RE-Advertisement)

SALARY:
Grade 1 – R99 857. – R1 052 712. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Note: Commuted overtime at all Grades is based on departmental operational needs and is renewed on an annual basis. Experience: Not applicable; Registration with the HPCSA as a Medical Specialist.

Grade 2 – R1 134 069. – R1 203 666. per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist.

Grade 3 - R1 316 136. – R1 645 464. per annum, all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime. Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Plus commuted overtime which is subject to the needs of the department. Incumbent will have to sign the relevant contract form annually.

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:

DUTIES:
Participate in the delivery of in-patient and out-patient dermatology service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey’s hospital: - inter-disciplinary coordination of the management of dermatology patients supervision of dermatology medical officers and registrars in the unit; ensuring the highest standards of clinical, professional, and ethical behaviour; undertake teaching of undergraduate medical students, postgraduate dermatology registrars and medical officers and allied health care personnel; conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act ; Promote education in cancer prevention. Develop management protocols for the dermatology service in accordance with the Hospital and Department policies. Maintain the effective and efficient utilisation of human resources in respect of: - overseeing and supervising dermatology staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and
departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of dermatology staff; allocating dermatology personnel to respective wards and call roster; Provide measures and guidance on quality assurance to comply with set quality standards. Incumbent to provide dermatology outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the dermatology Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES: Dr AV Chateau. Tel: 033-897 3177

POST 06/122: MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 08/2018 – 02 POSTS

Directorate: Dept. of Obstetrics and Gynaecology
(Persons with disabilities are encouraged to apply)

SALARY: GR 1: R991 857. – R 1 052 712. per annum. (All inclusive salary package) plus commuted overtime. None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2017/2018). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence

DUTIES: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department

ENQUIRIES: Dr. S.A. Moodley - 031 3603854

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.

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.

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ANNEXURE T

PROVINCIAL ADMINISTRATION: LIMPOPO

CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

APPLICATIONS: Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor).

CLOSING DATE: 23 February 2018

NOTE: Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver’s license and qualifications must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. 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 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. Short-listed candidates for the below posts will be subjected to a Security clearance, and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. This advert will also available on the following website: www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment of the advertised posts. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

OTHER POSTS

POST 06/123: DEPUTY DIRECTOR: ACQUISITION. REF NO: CoGHSTA 37/17
Branch: Chief Financial Officer (CFO)

SALARY: R657 558. (All inclusive salary package) Level: 11

CENTRE: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) in Supply Chain Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES: Management of open Bids and Quotations based Bids; Manage the registration of Bids; Facilitate the evaluation of bids and quotations; Render Secretariat services to the Bid Evaluation and Adjudication committees; Manage Bid Contracts.

ENQUIRIES: Mr Monkoe Mphodi (015) 294 2223
All general enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.
POST 06/124 : DEPUTY DIRECTOR: DEBTS & REVENUE SERVICES REF NO: CoGHSTA 38/17
Branch: Chief Financial Officer (CFO)

SALARY : R657 558. (All inclusive salary package) Level: 11
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Accounting, Auditing and Financial Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, treasury regulation, DORA, MFMA; Knowledge of government financial system and other related accounting software; Knowledge in policy development nd formulation. Skills in: Financial skills; Computer skills; Presentation skills; People management skills; Time management; Communication both formal and informal; Moderate analytical skills; Strong leadership and managerial skills.

DUTIES : Revenue management; Debt management; Banking and Cash flow management; Accounting and Reporting; Manage financial and physical resources.

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223
All general enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

POST 06/125 : ASSISTANT DIRECTOR: HUMAN SETTLEMENTS PERFORMANCE REF NO: CoGHSTA 39/17
Branch: CoGTA

SALARY : R417 552. per annum. Level: 10
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA .Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Comprehensive understanding of Housing Legislation. Policy and other related directives; Understanding of the payment method and procedures of the Department; Good understanding of finance, administration and information management processes; National Housing Code. Skills in: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; Computer literacy; Co-ordination; Promotion of access to information.

DUTIES : Coordinate the program progress report; Coordinate the performance information of housing programs; Coordinate reports to internal and external stakeholder.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286
All general enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

POST 06/126 : ASSISTANT DIRECTOR: IDP REF NO: CoGHSTA 40/17
Branch: CoGTA

SALARY : R417 552. per annum. Level: 10
CENTRE : Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Admin and Management or equivalent as recognized by SAQA .Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Municipal Systems Act, MFMA, IGR Act Municipal Structures Act, Constitution. Skills in: Presentation Skills; People management skills; Time management; Communication both formal and informal; Report writing skills.
DUTIES: Liaison with municipalities and sector departments regarding the IDP processes in the districts; Providing administrative support during the drafting of the IDP analysis report and the IDP assessment report; Establish and maintain IDP stakeholder’s database; Compilation of ISRDIP quarterly reports for submission to Provincial Executive Committee and to the Cabinet Lekgotla.

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286
All general enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

POST 06/127: ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT SERVICES. REF NO: COGHSTA 41/17
Branch: COGTA

SALARY: R417 552. per annum. Level: 10
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF level 6) in Public Administration or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of; Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, Traditional Leadership and Framework Act 41 of 2003, Limpopo Traditional Leadership and Institutions Act 6 of 2005 and its regulations Initiations School Circumcision Act 5 of 1996 and its regulations Limpopo House of Traditional Leaders PFMA, etc. Skills in: Negotiation skills; Presentation/Facilitation skills; People Management; Time management; Communication, both formal, and informal;

DUTIES: Manage initiation schools; Manage Traditional Council finances; Manage the provision of infrastructure and tool of trade to traditional councils; Facilitate the election of traditional councilors

ENQUIRIES: Ms Monyela Hlokammoni (015) 294 2073

POST 06/128: ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PROGRAMME (CDP). REF NO: COGHSTA 42/17
Branch: COGTA

SALARY: R417 552. per annum. Salary Level: 10
CENTRE: Vhembe
REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of; Sound and in depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining. Skills in: Negotiation skills; People management; Financial solving; Planning & organizing; Time management; Strategic planning; Policy analysis and development; Good communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills.

DUTIES: Coordinate the integrated development interventions in partnership with other relevant stakeholders; Coordinate community development service delivery area(s) to ensure that efficient and effective community development service is delivered; Coordinate research on community development.

ENQUIRIES: Ms Matlopela Terry (015) 294 2224

POST 06/129: ASSISTANT DIRECTOR: BUDGET PLANNING & IMPLEMENTATION SERVICES. REF NO: CoGHSTA 43/17
Branch: Chief Financial Office (CFO)

SALARY: R334 545. per annum. Salary Level: 09
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF level 6) in Financial Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a
valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, National Treasury Regulation, Financial Reporting Standards. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Administration; Financial management System; Expenditure control; Estimating and Budgeting; Budget Control; Financial Compliances; Problem solving; Analytical skills; Report writing; Computer Literacy; Financial Planning; Financial Systems

**DUTIES**
Facilitate Budget Planning; Facilitate Budget implementation.

**ENQUIRIES**
Ms Monyela Hlokammoni (015) 294 2073

**POST 06/130**
CONSTRUCTION PRACTITIONER (CONTRACTS & CLAIMS) (2 POSTS), REF NO: CoGHSTA 44/17
Branch: ISHS

**SALARY**
R281 418. per annum. Level: 09

**CENTRE**
Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 1 year relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Conflict resolution; Decision making, Project Management; Strategic Planning; Computer Literacy.

**DUTIES**
Facilitate the appointment of contractors and engineers; Approve projects in the housing subsidy systems; Facilitate the development and implementation of housing contracts; Processing of claims.

**ENQUIRIES**
Ms Matlopela Terry (015) 294 2224

**POST 06/131**
CAPACITY DEVELOPMENT FACILITATOR (HRCD), REF NO: CoGHSTA 45/17
Branch: Corporate Services

**SALARY**
R281 418. per annum. Level: 08

**CENTRE**
Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Human Resource Management, Public Management or equivalent as recognized by SAQA. Minimum 1 year relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Knowledge of: Constitution of the Republic of South Africa; State of the Nation Address (SONA); State of the Province Address (SOPA); MEC’s Address; Provincial Growth and Development Strategy; National Human Resource Development Strategy; Provincial Human Resources Strategy; Departmental Human Resource Strategy; National Skills Development for NSDS; Public Service Regulations, 2001; Skills Development Act, No 97 of 1999; Skills Development Levies Act, No 9 of 1999; The South African Qualification Act, 58 of 1995; White Paper on HRD; Labour Relations Act; Basic Conditions of Employment ActSkills in: Program and project management; Good interpersonal relations; Negotiation skills; Presentation/Facilitation/coordination skill; Report writing; Time Management; Communication both formal and informal; Creative/innovative; Problem solving; Diversity management; Financial management; Research; Supervision.

**DUTIES**
Facilitate and implementation of workplace skills plan; Facilitate the implementation of AET programme; Facilitate the orientation and induction of employees; Facilitate internal, external and national bursars; Conducting of skill audit; Development of training policies and training programmes.

**ENQUIRIES**
Ms Matlopela Terry (015) 294 2224
POST 06/132: SENIOR ADMIN OFFICER: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 46/17
Branch: COGTA

SALARY: R281 418. per annum. Level: 08
CENTRE: Magashoa Dihlakaneng T/C
REQUIREMENTS: An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills Negotiation skills; Presentation skills; People Management skills; Time management; Communication both formal and informal.

DUTIES: Management of finances of traditional council; Providing administrative services to the traditional Council; Management of events of traditional council; Monitoring implementation of initiation school Act; Administration of tribal court proceedings.

ENQUIRIES: Ms Monyela Hlokammoni (015) 294 2073

POST 06/133: ADMIN OFFICER: ASSET REGISTER MANAGEMENT. REF NO: CoGHSTA 47/17
Branch: ISHS

SALARY: R226 611. per annum. Level: 07
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification (NQF level 6) in Real Estate/Property Management as recognized by SAQA. Minimum 1 year relevant experience and valid drivers license (with exception of disabled applicants). Key Competencies: Knowledge of: Housing Act; EEDBS policy; HSS; Windeed; Conflict and dispute management; Communication with internal and external clients; Customer care; Computer literacy. Skills: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

DUTIES: Process the transfer of residential properties through Extended Discount Benefits Scheme to Legal Tenants; Profiling and updating of Housing Assets Register; Process the Endorsement of Pre-Emptive rights on the deeds of grants for low cost housing; Capturing of application forms for Enhanced Extended Discount Benefits Scheme (EEDS) on Housing Subsidy System; Conduct deeds searches on winded system and check beneficiaries status on housing subsidy system.

ENQUIRIES: Mr Mathonsi Siza (015) 294 2094

POST 06/134: AUXILLIARY SERVICES OFFICER. REF NO: CoGHSTA 48/17
Branch: COGTA

SALARY: R183 558. per annum. Level: 06
CENTRE: Polokwane
REQUIREMENTS: Grade 12 certificate. Valid driver’s license (with exception of disabled applicants). No experience. Key Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.

DUTIES: Provision of logistical support for the spatial planner; Mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.

ENQUIRIES: Ms Mphati Mokgadi (015) 294 2071

POST 06/135: FINANCE CLERK: TRADITIONAL AFFAIRS. REF NO: CoGHSTA 49/17
Branch: CoGTA

SALARY: R152 862. per annum. Level: 05
**CENTRE**: Maroangoato T/C

**REQUIREMENTS**: Grade 12 certificate. Valid driver’s license (with exception of disabled applicants). No experience. Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills Negotiation skills. Presentation skills. People Management skills Time management. Communication, both formal, and informal.

**DUTIES**: Collection of revenue and banking with the district Office; Manage procurement process; Prepare payrolls; Maintenance of commitment register.

**ENQUIRIES**: Ms Mphati Mokgadi (015) 294 2071

**POST 06/136**: TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS (2 POSTS), REF NO: CoGHSTA 50/17
Branch: CoGTA

**SALARY**: R107 886. per annum. Level: 03

**CENTRE**: Seleka T/C & Marota Bogwasha T/C

**REQUIREMENTS**: Grade 12 certificate. No experience. Key Competencies: Knowledge of the garden environment

**DUTIES**: Prevent nature vandalization; Ensure effective access control to traditional council offices, Maintain order during court proceedings; Perform messenger duties

**ENQUIRIES**: Ms Mphati Mokgadi (015) 294 2071

**POST 06/137**: CLEANERS REF NO: CoGHSTA 51/17 (5 POSTS),
Branch: CoGTA

**SALARY**: R90 234. per annum. Level: 02

**CENTRE**: Matlala T/C,
Mamaila Kolobe-Tona T/C
Xigalo T/C
Mogashoa Dithlakaneng T/C
Matlala Dicheung T/C.

**REQUIREMENTS**: Grade 10. No experience. Key Competencies: Knowledge of: operating cleaning equipments and Occupational Health and safety Act. Skills: Cleaning Skills, time management, organizing, good human relations; Communication skills.

**DUTIES**: Provision of cleaning services, keep and maintain cleaning materials and equipment.

**ENQUIRIES**: Ms Ledwaba Paulina & Ms Kobe Kwena (015) 294 2068

**POST 06/138**: GROUNDSMAN TRADITIONAL AFFAIRS (2 POSTS, CoGHSTA 52/17
Branch: CoGTA

**SALARY**: R90 234. per annum. Level: 02

**CENTRE**: Mukhomi T/C & Tswako Mohlala T/C

**REQUIREMENTS**: Grade 10. No experience. Key Competencies: Knowledge of the garden environment

**DUTIES**: Maintenance of premises, surroundings, garden and gardening tools.

**ENQUIRIES**: Ms Rakoma Mabore (015) 294 2068
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS

The provincial administration of the Northern Cape is an equal opportunity, affirmative action employer. Persons with a disability are encouraged to apply.

APPLICATIONS

Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley for Attention: Ms S. Kruger/Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi and Ms. M. Maphate for the posts at the Northern Cape Fleet Management Trading Entity.

Applications may also be forwarded/hand delivered to the following addresses:

- Private Bag X 133, De Aar 7000, Hand Delivered: Cnr Station and Main Roads, John Dube Building, De Aar, Tel: 053 6311355.
- Private Bag X 8, Springbok 8420, Hand Delivered: NDM Building, No.8 Airport Road, Springbok, Tel: 027 7122170/75/79.
- Private Bag X 5024, Kimberley 8300, Hand Delivered: 45 Schmidtstr crushed Road, Kimberley, Tel: 053 8619600.
- P.O Box 436, Upington 8800, Hand Delivered: 187 Rondom Street, Flora Park, Upington, Tel: 054 3324473.
- Private Bag X 148, Mothibistad 8474, Hand Delivered: T.M. Phhabane Road, Mothibistad, Kuruman, Tel: 053 7739400. (Northern Cape Fleet Management Trading Entity), Corner Phakamile Mabija and 7 Orpen Street, Old Government Garage Kimberley 8300

CLOSING DATE

23 February 2018.

NOTE

Applications must be submitted on forms Z.83 obtainable from any Public Service Department which must be originally signed and be accompanied by certified copies (dated not later than three (3) months) of qualifications as well as a comprehensive curriculum vitae. Any Z83 form that is not signed or that is scanned will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications and applications received after the closing date will be disqualified. Note that all successful candidates will be subjected to a satisfactory personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Work reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

POST 06/139

DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DRPW/HCM001/2018

SALARY

R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE

Kimberley

REQUIREMENTS

The successful candidate should be in possession of a recognized degree/diploma in Behavioral Sciences/Human Resources Management/Human Resource Development/Public Management with five years’ experience at a middle/senior managerial level. A deep understanding of human resource management, human resource utilization and capacity development, employee health and wellness, employee relations and people
management. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver’s license. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES**

Responsible for the strategic repositioning of Human Resources within the Department, overall strategic management of the Directorate Human Resource Management & Development, Ensure that HR becomes a strategic business partner and plays a greater strategic role in leveraging service delivery within the Department, managing human resource utilization and capacity development, human resource practices & administration, employee wellness programme and labour relations. Manage and provide strategic leadership to Senior Management of the department and all components reporting to the incumbent. Manage, co-ordinate and initiate programmes and processes which promote organizational development and job evaluation. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources and management of staff.

**ENQUIRIES**

Ms. A.L. Mpotsang Tel. No.: (053) 8392113

**NOTE**

All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 06/140**

DIRECTOR: LEGAL SERVICES REF NO: DRPW/HCM002/2018

**SALARY**

R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

**CENTRE**

Kimberley

**REQUIREMENTS**

The successful candidate should be in possession of a B Juris/LLB and/or a Bachelor’s degree with five years’ experience at a middle/senior managerial level. Advanced knowledge of the labour law, Public Service Act and Regulations, the functioning of the PSCBC and GPSSBC is essential. Proven skills in research, negotiation and presentation will serve as a strong recommendation. Preference will be given to candidates who have practiced in the field of law. Valid code EB driver’s license is a further requirement. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES**

Ensuring that the necessary legislation is in place to enable good governance, the studying of legal literature for example legislation, law reports, text books and legal opinions, ensuring that the Department acts within the ambit of the law, the furnishing of verbal and written legal advice in connection with the interpretation and implications of legal directions relating to specific legal questions and proposed legislation, the ensuring of good governance through compliance with prescribed and approved legislation, the drafting and editing of agreements, contracts and related documentation, the ensuring that contracts that the Department enters into are valid and legally implementable, ensure compliance with constitutional obligations on development and human rights, e.g., gender, youth, disability and children rights, train, mentor and supervise staff, monitor the budget and assume overall managerial responsibility of the unit.

**ENQUIRIES**

Ms. A.L. Mpotsang Tel. No.: (053) 8392113
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

POST 06/141 : DIRECTOR; AUXILIARY, SECURITY, ICT AND COMMUNICATION MANAGEMENT REF NO: DRPW/HCM003/2018

SALARY : R948 174 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE : Kimberley

REQUIREMENTS : The successful candidate should be in possession of a recognized degree in Public Administration with five years’ experience at a middle/senior managerial level. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations, Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act, computer literacy and possess a valid code EB driver’s license. Competencies: Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

DUTIES : Responsible for providing general administrative services including the rendering of an auxiliary support service, render transport administration services, manage the departmental records in the Department, manage the security function within the department, ensure the management and the provision of communication and events management services which includes rendering communication and marketing services, provide effective web development and manage support services to the department, manage and facilitate the provision of information communication and technology management services including the development and monitoring the implementation of ICT policies, processes and procedures, provide and facilitate infrastructure and operational support services, provide and maintain ICT administrative systems and ensure data integrity, conduct ICT research and advise the department on ICT needs and requirements.

ENQUIRIES : Mrs. A.L. Mpotsang Tel. No.: (053) 8392113

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 06/142 : CHIEF FINANCIAL OFFICER (DIRECTOR) REF NO: DRPW/HCM 055/2018

SALARY : R948 174 per annum (Level 13) (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE : Kimberley

REQUIREMENTS : The successful candidate should be in possession of a B. Comm/Hons degree with accounting as one of the majors with five years’ experience at a middle/senior managerial level. Extensive experience in financial control and financial administration, knowledge of risk management, internal control and budgeting will also be required, knowledge of the Public Sector and in particular public sector financing will be an added advantage, Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Regulations and relevant statutory provisions, ability to communicate at all levels with Senior Management and private sector Competencies: Strategic capability
and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES**

Responsible for developing strategies and systems to integrate the strategic planning cycle and financial planning in a sound manner that will enable the Entity to improve service delivery, provide strategic direction, control and management of the finance unit of the entity, provide advice and assist the Accounting Officer/Chief Executive Officer and other Senior Managers with regard to the implementation of and compliance with the PFMA and related Treasury Regulations as well as DORA (Division of Revenue Act), provide timely and accurate reports, provide advice with regard to financial and other operational information necessary for strategic decision making, responsible for the smooth operation of Supply Chain Management and maintain policies and procedures, be responsible for the preparation of annual financial statements in accordance with generally recognized accounting practices and liaise with the office of the Auditor-General, comply with the reporting requirements of the PFMA and Treasury Regulations and internal reporting requirements, ensure that revenue and expenditure of the department is in accordance with internal controls and prescripts governing finance and Supply Chain Management within the public service, oversee the budgetary process within the department and provide in year monitoring arrangements, follow-up on implementation of actions arising from the SCOPA resolutions and the Auditor-General’s report, liaise with Provincial Treasury, National Treasury and Auditor General’s Office and manage the entire staff that falls under the directorate including the management of the Employee Performance Management and Development Systems.

**ENQUIRIES**

Mr. M.N. Bosch Tel. No: (053) 8392223

**NOTE**

All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

**POST 06/143**

**DIRECTOR: TECHNICAL SERVICES REF NO: DRPW/HCM056/2018**

**SALARY**

R948 174 per annum. (Level 13) (The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests).

**CENTRE**

Kimberley

**REQUIREMENTS**

Bachelor degree in Mechanical Engineering or equivalent qualification with at least 5 – 7 years’ experience in mechanical engineering and/or fleet management, 5-7 years’ experience in Road Building Equipment, with five years’ experience at a middle/senior managerial level. Valid driver's license, Computer literacy, Good interpersonal skills and Problem solving skills

**Competencies**

Strategic capability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

**DUTIES**

To manage the provision and utilization of the road building equipment and provincial motor transport fleet, to manage the provision and maintenance of the road building equipment fleet, to manage the provision and maintenance of the provincial motor transport fleet, to manage and render frontline technical assistance to clients and oversee repair and maintenance activities to road building equipment and provincial motor transport fleet, to ensure that technical specifications and analysis of the road building equipment and provincial motor transport fleet are correctly compiled and understood, to monitor the overall budget pertaining to general fleet management and advise accordingly. To manage the entire staff that falls under the directorate including the management of the Employee Performance Management and Development Systems.

**ENQUIRIES**

Mr. M.N. Bosch Telephone. No: (053) 8366023
NOTE: All short listed 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. The competency assessment will be testing generic managerial competencies using the mandated Department of Public Service & Administration SMS competency assessment tools.

OTHER POSTS

POST 06/144

DEPUTY DIRECTOR: INTEGRATED MONITORING EVALUATION REF NO: DRPW/HCM004/2018

SALARY

R657 558 per annum (All inclusive)

REQUIREMENTS

Relevant Degree in Public/ Business Administration/ Management. A postgraduate degree will be an added advantage, 3-5 years’ experience in strategic, Management, and monitoring of business processes in alignment with operation requirements, Sound Knowledge and experience of Monitoring and Evaluation research methodologies and consolidation of Departmental Strategic and Quarterly Performance Reporting, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of strategic management and policy analysis, Ability to evaluate and analyse information for policy development and application of policies.

DUTIES

Reporting to the Director Strategic Management, Co-ordinate the development, implementation and integration of all existing monitoring and evaluation systems within the department, Manage, monitor and evaluate departmental programmes in alignment with Government and departmental programme of action, Manage and coordinate reporting instruments and tools on monitoring & evaluation, Establish early warning systems which will detect performance risk areas on reporting performance of the department, Monitor and evaluate and analyse departmental performance against its mandate, Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans, Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department’s performance and operations management framework, Monitor the reporting framework and measure the Department’s performance in compliance with the relevant regulatory requirements, Coordinate the Departmental evaluation mechanism for strategic and operational programmes, Monitor progress against strategic and annual performance plans of business units and performance assessment action plans, Assist in the development and implementation of best practices on monitoring and reporting systems and mechanisms, Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards, Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly, Coordinate the implementation of annual outcomes and impact reporting, Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to monitoring evaluation, Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements, Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes, Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans for a streamlined process, Coordinate performance information for oversight bodies and ministerial enquiries.

ENQUIRIES

Ms. B. Bekebeke (053) 839 2126 Tel no: (053) 839 2126

POST 06/145

DEPUTY DIRECTOR: INVESTIGATIONS AND RISK MANAGEMENT REF NUMBER: DRPW/HCM057/2018

SALARY

R657 558 per annum. (Level 11) (All Inclusive)

CENTRE

Kimberley

REQUIREMENTS

An appropriate Degree/Diploma in Fleet Management. The candidate for this post must have at least 3-5 years appropriate experience, Criminology and specializing in Investigations or detective work will be an added advantage,
Knowledge of Public Sector Risk Management Framework, Public Finance Management Act, South African Police Act, Treasury Regulations, Labour Relations legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Competencies/Skills: Ability to communicate ideas and issues in a tactful manner, Ability to communicate effectively both verbally and in writing, Good Human Relations Skills, the ability to manage conflict situations effectively, Analytical Skills, Financial Management, Computer literacy (Excel, PowerPoint, MS Word), Policy formulation, Customer relationship, Facilitation and presentation

DUTIES: Knowledge in the reconstruction of accidents scenes, Expertise in mitigating against all risks within a fleet management environment e.g. fuel fraud, abuse of vehicles, the optional and economic usage of the fleet, the candidate of the post will have regular contact with the following role-players: Legal services of the Department of Roads and Public Works, State Attorney, Chief State Law Advisor, Client Departments, Workshop Managers, Transport Officers and District Directors, Ensure submission of accurate and timeous investigation reports, Management and the conducting of Investigations on issues such as: Fuel Fraud, General theft, Accidents, Abuse and Misuse of vehicles including damages of the fleet, Management of the contingent liabilities of all third party claims, Management and reconstruction of accidents scenes, Work with Auditor General's Office and Internal Auditors on issues affecting the sub-directorate, Management of the Generation of Monthly reports and submission to the Director: Technical Services, manage the Promotion of risk awareness culture and conduct risk assessment throughout the provincial departments, management of the Sub-directorate including the ensuring that the management of the Employee Performance Management and Development System.

ENQUIRIES: Mr. B. Cloete Telephone no: 053 – 8366023

POST 06/146: DEPUTY DIRECTOR: BUDGET, REVENUE AND EXPENDITURE MANAGEMENT REF NO: DRPW/HCM058/2018

SALARY: R657 558 per annum (Level 11) (all inclusive) (The successful candidate will be required to sign a performance agreement).

CENTRE: Kimberley

REQUIREMENTS: The successful candidate should be in possession of a Degree/Diploma in Financial or Business management/administration with at least 5 years extensive experience in the public service at management level, possess management skills and proven track record in preparation and management of strategic and annual performance plans, business plans and budgeting. The candidate must have Knowledge of the Public Finance Management Act, Treasury Regulations, Basic Conditions of Employment Act and Public Service Act. The candidate must also have the following competencies: analytical, interpersonal, presentation and communication skills, strategic, financial, people and time management, facilitation and investigation, interviewing, computer skills, planning & organizing. Experience in Government Procedures and applicable legislations will be an added advantage. The role requires an individual with good Verbal and Written Communication, analytic thinker and Interactive Skills.

DUTIES: The successful applicant will be expected to render budget, revenue, debt and expenditure management and control support services which will include the rendering of budget management, control and monitoring activities, render debt management and control support services and ensure effective revenue collection, ensure effective expenditure management and monitor and evaluate the performance of the entity. Ensure effective utilization of financial resources and management of staff. Supervise and mentor sub-ordinates including management of the Employee Performance Management and Development systems.

ENQUIRIES: Mr. M.N. Bosch Tel. No: (053) 8366023

POST 06/147: PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM053/2018

SALARY: R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
CENTRE: Kuruman
REQUIREMENTS: Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years’ experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver’s license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.

DUTIES: The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio-economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities.

ENQUIRIES: Ms. E. Modise Tel. No: (053) 7739400

POST 06/148: PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM037/2018

SALARY: R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)

CENTRE: De Aar
REQUIREMENTS: Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years’ experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver’s license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.

DUTIES: The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio-economic objectives under the supervision of a Senior
Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities.

ENQUIRIES: Mr. B.K. Markman Tel. No: 053) 6311355
POST 06/149: PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: DRPW/HCM047/2018

SALARY: R637 875 – 782 175 (all inclusive) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
CENTRE: Springbok
REQUIREMENTS: Applicants must be in possession of a National higher diploma (built environment field) with a minimum of 4 years and six months certified experience, or a BTech (built environment field) with a minimum of 4 years certified managerial experience or a Hons degree in any built environment field with a minimum of 3 years’ experience. Must be registered with the South African Council for Project and Construction Management Professions as a professional construction project manager (SACPCMP). Must have a valid code EB (08) Driver’s license. Technical competencies: Must have programme and project management skills, apply knowledge of project principles and methodologies, have experience in research and development tasks, apply computer aided engineering, must be able to comply legal policies, must be able to create a high performance culture and give a written technical report, must have the ability to implement professional judgement and take responsibility as a technical consultant. Generic Competencies: Have knowledge and understanding of the Public Finance management Act and Occupational Health & Safety Act and Government Procurement System. Must have leadership and decision making qualities. Must have good communication skills (verbal & writing). Must be innovative, be able to work under pressure and be able to handle conflict.

DUTIES: The incumbent will be responsible for the management of construction, renovation and refurbishment projects within the constraints of set time, cost, quality and socio-economic objectives under the supervision of a Senior Project Manager. Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of project documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to government policies. Provide assistance in implementing and assuring project execution is in accordance with the approved project norms and time schedules. Support the project environment and the activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities.

ENQUIRIES: Mr. H. Roberts Tel. No: (027) 7122170
POST 06/150: QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HCM042/2018

SALARY: R549 639 – 677 016 per annum (all inclusive) (Grade A - B) (salary will be determined in terms of appropriate and recognizable experience after obtaining the relevant qualification)
CENTRE: Upington
REQUIREMENTS: Degree in Quantity Survey or relevant qualification, three years post qualification quantity survey experience, valid driver's license, compulsory registration with SACQSP as a professional Quantity Surveyor. Applicant
must have good interpersonal and communication skills to be able to liaise
with contractors, consultants, public, and all government departments.
Technical competencies: Programme and project management, Quantity
Survey principles and methodologies, Research and development, Computer-
aided engineering applications • Knowledge of legal compliance, Technical
report writing, Technical consulting, Creating high performance culture,
Networking, Professional judgment.

DUTIES
Advise on the development and maintenance of policy, methods, practices and
standards on quantity surveying service; Provide a quality cost control and
value management service on all building related matters in the Department.
Audit the work of clients to ensure quality control and value for money on
building projects; Audit progress claims and final accounts of building projects;
Do estimates on building projects or design changes. Prepare reports on
projected building costs for clients, Visit building sites to monitor progress and
perform financial control.

ENQUIRIES
Mr. G. Keyser Tel. No: (054) 3324473

POST 06/151
QUANTITY SURVEYOR GRADE A – B REF NO: DRPW/HCM038/2018

SALARY
R549 639 – 677 016 per annum (all inclusive) (Grade A - B) (salary will be
determined in terms of appropriate and recognizable experience after
obtaining the relevant qualification)

CENTRE
De Aar

REQUIREMENTS
Degree in Quantity Survey or relevant qualification, three years post
qualification quantity survey experience, valid driver’s license, compulsory
registration with SACQSP as a professional Quantity Surveyor. Applicant must
have good interpersonal and communication skills to be able to liaise with
contractors, consultants, public, and all government departments. Technical
competencies: Programme and project management, Quantity Survey
principles and methodologies, Research and development, Computer-
aided engineering applications Knowledge of legal compliance, Technical report
writing, Technical consulting, Creating high performance culture, Networking,
Professional judgment.

DUTIES
Advise on the development and maintenance of policy, methods, practices and
standards on quantity surveying service; Provide a quality cost control and
value management service on all building related matters in the Department.
Audit the work of clients to ensure quality control and value for money on
building projects; Audit progress claims and final accounts of building projects;
Do estimates on building projects or design changes. Prepare reports on
projected building costs for clients, Visit building sites to monitor progress and
perform financial control.

ENQUIRIES
Mr. B.K. Markman Tel. No: 053) 6311355

POST 06/152
ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:
DPW/HCM060/2018

SALARY
R334 545 per annum (level 9)

CENTRE
Kimberley

REQUIREMENTS
The successful candidate should be in possession of a Degree/Diploma in
Human Resources Management or Public Administration with three (3) to five
(5) years Human Resource Management and Development experience. The
candidate must also have the ability to interpret advice and implement
legislation, regulations and policies. The candidate must also have Knowledge
of the following: Human Resource Management and development
legislation/policies/directives applied in the Public Services, Human
Resources Systems and Procedures, Employee Performance Management
and Development systems, Recruitment and Selection, Code of remuneration,
The candidate must have the following Skills: Management, Interpersonal
relation, Negotiation, Computer literacy, Supervisory, Problem solving, Report
writing, People Management and Decision Making. Competencies:
Knowledge and understanding of human resource management environment,
knowledge of the Persal system, communication and interpersonal skills,
computer skills, client orientated skills, team leadership, planning and
organizing, presentation skills.
DUTIES: Manage the Human Resources support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Entity. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination and the implementation of Performance Management Policy in the Province. Manage the administration of service benefits and leave of staff. Manage all the resources in the Directorate. Manage the Employee Performance and Development Management System of the Entity.

ENQUIRIES: Mr. P.G. Moipolai Tel. No: (053) 836 6019

POST 06/153: ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: DRPW/HCM061/2018

SALARY: R334 545 per annum (level 9)
CENTRE: Kimberley

REQUIREMENTS: A recognized three (3) year Degree/Diploma in Strategic Management/Planning or Monitoring and Evaluation or relevant equivalent qualification. The candidate must have three (3) to five (5) years' experience in the strategic management/planning environment. The successful candidate must have experience in the application of planning techniques. The successful candidate must be computer literate (Office suite, MS Word, Excel, Outlook and MS PowerPoint). Sound communication skills, interpersonal and strategic capability skills. Knowledge of government planning processes including the treasury framework for strategic plans and annual performance plans. The successful candidate must have knowledge of the framework for managing performance information.

DUTIES: Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for the Entity. Assist with the review or development of relevant departmental policies pertaining to fleet. Communicate procedure to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes for the Entity. Coordinate and maintain operational plans for the Entity. Ensure the updating and monitoring of strategic planning in terms of the business plan and operational plan of the Entity. Ensure the proper and timeous reporting on the performance plan of the entity to the Department of Roads and Public Works. Coordinate the Development and submission of the Annual Performance Report of the Entity. Monitor and evaluate the implementation of the Entity's plans. Ensure adherence to the Audit queries, and findings and assist with the preparation and monitoring of the audit action plan.

ENQUIRIES: Mr. P. Moipolai Tel. No: (053) 8366019

POST 06/154: ASSISTANT DIRECTOR: PROVINCIAL MOTOR TRANSPORT REF NO: DRPW/HCM 062/2018

SALARY: R334 545 per annum (level 9)
CENTRE: Kimberley

REQUIREMENTS: The successful candidate should be in possession of a three year qualification or must possess extensive functional experience in fleet or transport services or management, plus three years or more supervisory experience. Knowledge: of Public Sector Risk Management Framework, Public Finance Management Act, Treasury Regulations, Project management, Protected disclosure Act, Anti-fraud and corruption policies, Basic Conditions of Employment Act and Public Service Act. The candidate must also have the following competencies: analytical, interpersonal, presentation and communication skills, strategic, financial, people and time management, facilitation and investigation, interviewing, computer skills, planning & organizing.

DUTIES: Provide input and implement policies pertaining to licensing provincial of vehicles. Monitor licensing disc and vehicle tracking system for all the vehicles in the Province. Monitor asset register of all the fleet in the Province. Coordinate and monitor the payments of fines to the relevant traffic authorities. Make recommendation on the acquisition of fleet. Manage and oversee the registration of new fleet. Manage and oversee the support services to client departments. Ensure regular interactions with the services providers for the maintenance and repairs of vehicles. Monitor the vehicle tracking system to detect possible misuse and abuse. Ensure adherence to the Audit queries, and findings. Ensure the optimal utilisation of the fleet in the Province. Manage
and oversee regular inspections on all the vehicles in the Province. Manage the entire unit in respect to Human Resources activities. Manage the Employee Performance and Development Management System of the Entity.

**ENQUIRIES**
Mr. B. Cloete Tel. No: (053) – 8366023

**POST 06/155**
**ASSISTANT DIRECTOR: PUBLIC WORKS & EXPANDED PUBLIC WORKS PROGRAMME**
**REF NO: DRPW/HCM039/2018**

**SALARY**
R334 545 per annum (level 9)

**CENTRE**
Upington

**REQUIREMENTS**
A recognised Bachelor’s degree/National diploma or a tertiary qualification and a minimum of 3 – 5 years relevant experience in the built environment. Knowledge of labour intensive methods of construction. Knowledge of EPWP monitoring and evaluation methods. Knowledge of Government’s job creation policies and programmes. Knowledge and understanding of the PFMA, the OHSA, the National Building Regulations, and the Environmental Conservation Act. Project and Programme Management, skills. Pro-active and team orientated person with excellent problem solving and analysis skills. Service delivery orientated. Ability to plan, organise and manage technical staff and resources. Proven knowledge and understanding of estimating and scheduling techniques. Strong communication (verbal and written) and interpersonal skills. Computer literacy. Valid driver’s licence. Willingness to travel and work irregular hours.

**DUTIES**
Rendering support to the Manager: Public Works & EPWP as key contact between Public Works and assigned Client Departments in the management of the infrastructure portfolio. Provide assistance towards the compilation, operation and execution of annual business plans for the District. Provide assistance towards the Co-ordination and management of the Expanded Public Works Programme (EPWP) in the District. Provide inputs toward the compilation of annual building programs per assigned Client Departments for capital and planned maintenance projects. Provide strategic interventions to improve data quality. Provide weekly progress reports for the programme manager. Establish and manage a central database of EPWP beneficiaries. Represent the Department on applicable District Forums to ensure intergovernmental relations. Rendering technical support to public bodies on EPWP/job creation initiatives. Prepare monthly reports on projects being implemented by public bodies in the district. Managing projects, building condition surveys and the asset register with reference to state buildings. Compiling of project scopes of work and prepare specifications, estimates and quotations. Monitor work performance of the Chief Works Inspectors, EPWP Co-ordinators and other relevant staff. Ensure that all work executed complies with Public Works standards and specifications, the National Building Regulations and the OHSA.

**ENQUIRIES**
Mr. R. Oliphant Tel. No: (054) 3324473

**POST 06/156**
**ASSISTANT DIRECTOR: INVESTIGATIONS AND RISK MANAGEMENT**
**REF NO: DRPW/HCM 059/2018**

**SALARY**
R334 545 per annum (Salary level 9)

**CENTRE**
Kimberley

**REQUIREMENTS**
The successful candidate should be in possession of an appropriate certificate or diploma in fleet management or a related field. The successful candidate should also have two to three years supervisory experience, knowledge of Public Sector Risk Management Framework, South African Police Act, Public Finance Management Act, Treasury Regulations, Protected disclosure Act, Anti-fraud and corruption policies, Basic Conditions of Employment Act and Public Service Act.

**DUTIES**
Develop and implement risk management strategies/policies/plans and system for the entity, perform investigations on the following: Fuel Fraud, General Theft of the Entity Property, Misuse and Abuse of fleet and any other investigation as the required by the supervisor, keep a register of all cases that are being investigated including a periodic analysis of the investigations, help with the identification of all aspects of risk across the Entity, promote risk awareness culture and conduct risk assessment throughout the provincial departments, assist in the implementation of Auditor-General recommendations including the development and management of the audit
action plan, generation of Monthly reports and submission to the Deputy Director: Investigations and Risk Management, assist in the implementation of fraud prevention plan and detection in the Entity. Ensure the proper management of the unit including the management of the Employee Performance Management and Development System.

ENQUIRIES

Mr. B. Cloete Telephone no: 053 – 8366023

OFFICE OF THE PREMIER

APPLICATIONS

Post to Executive Manager Human Resources Manage Private Bag X5 Kimberley 8300 or hand deliver JW Sauer Building Cnr Roper and Quinn Street Office of the Premier Ground Floor (Security

FOR ATTENTION

MR. V. Fredericks

CLOSING DATE

23 February 2018

NOTE

The NC Provincial Government is an equal opportunity, affirmative action employer; the Premier aims to achieve gender and disability representivity at HOD level through these appointments and therefore specifically calls for suitably qualified women and persons with disability to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of original qualifications dated not later than three (3) months and should also not be copies of certified copies as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualification, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interest annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level. No faxed, e-mailed or late applications will be accepted. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 06/157

HEAD OF DEPARTMENT PROVINCIAL TREASURY REF: HOD/PT/01/2018

(Five-year contract)

Re-Advertisement: All candidates that applied previously are encouraged to re-apply

SALARY

R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

CENTRE

Kimberley

REQUIREMENTS

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years’ experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest
standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.

DUTIES:
Reporting to the MEC of Finance, Economic Development and Tourism, the incumbent will function as the Head of Department with the following main functions: Enforcing the implementation of the Public Finance Management Act and the Municipal Finance Management Act; Preparation of sound, sustainable and developmental provincial budgets; Promotion and monitoring of the sustainability of local government budgets; Sound Management of provincial government financial assets and liabilities; Promote sound supply chain management practices at Provincial and Local Government level; Optimization of provincially collected own revenue, enhancements of sound cash management, accounting practices, policies and systems; Ensuring alignment of strategic plans and budgets to the Provincial Growth and Development Strategy; Conduct the economic and social research and analysis to inform fiscal policy developments and the annual budget process; Provide policy direction to facilitate effective and efficient management of physical assets; Ensure the development and implementation of sound supply chain management policies and procedures; Maintain and manage all transversal financial systems; Provide technical support on public private partnership projects to municipalities and provincial departments; Ensure effective implementation of accounting practices in line with generally recognized accounting practices; Prepare consolidated annual financial statements that reflect the financial position of the province; Implement and monitor compliance to national and provincial financial norms and standards by provincial departments, public entities and the municipalities; Facilitate the establishment of risk management capacity in the departments, public entities and municipalities. Inherent responsibilities as Head of Department:
Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations; Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

ENQUIRIES:
Mr. Justice Bekebeke – 053 838 2600

POST 06/158:
HEAD OF DEPARTMENT ENVIRONMENT AND NATURE CONSERVATION REF: HOD/DENC/01/2018
(Five-year contract)
Re-Advertisement: All candidates that applied previously are encouraged to re-apply

SALARY:
R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
Centre: Kimberley

REQUIREMENTS:
An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years' experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver's license and computer skills, advanced knowledge of
the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.

**DUTIES**

Reporting to the MEC of Environment and Nature Conservation, the incumbent will function as the Head of Department with the following main functions: Management and Administration of the Department of Environmental and Nature Conservation as contemplated in Section 7 (3) (b) of the Public Service Act 103/1994 as amended; The rendering of environmental quality management and empowerment services; Rendering of compliance and biodiversity management services; The execution of internal inspectorate functions; Inter-governmental, inter-sectorial and where possible/required regional integration

Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations; Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department’s mandate; Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

**ENQUIRIES**

Mr. Justice Bekebeke – 053 838 2600

**POST 06/159**

HEAD OF DEPARTMENT ECONOMIC DEVELOPMENT & TOURISM (FIVE YEAR CONTRACT) REF: HOD/DEDAT/01/2018

(Five-year contract)

Re-Advertisement: All candidates that applied previously are encouraged to re-apply

**SALARY**

R1 370 973. (All-inclusive remuneration package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE**

Kimberley

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA backed by at least 8-10 years’ experience at Senior Management level preferably in a public sector or related environment. The successful candidate will be the champion for accelerated, efficient, effective and development oriented service delivery in pursuit of the National development Plan and the Medium Term Strategic Framework.

Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels. A valid driver’s license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Finance, Economic Development and Tourism, the incumbent will function as the Head of Department with the following main functions: Promote and support the mining, mineral and ICT sector; Advise on infrastructure for economic growth; Facilitate the implementation of the New Growth Path and relevant outcomes; Promote sustainable enterprise and industry development; Develop and implement provincial economic policies and models;

**DUTIES**

Identify and support high impact and sustainable investment projects that create sustainable jobs; Promote the development of the manufacturing sector and Increase revenue collection; Promote and support the SMME sector; Facilitate and enhance effectiveness of BBBEE policies ;Identify and support BBBEE opportunities; Identify and support SMME opportunities; Identify and support preferential procurement initiatives and opportunities; Promote government economic and development policies and strategies; Ensure effective departmental participation in all intergovernmental forums; Improve
access to knowledge and workforce productivity in the SMME’s and Identify
skills needs and provide for targeted skills development. Inherent
responsibilities as Head of Department: Responsible for all function/duties as
Head of Department in terms of the Public Service Act and the Public Service
Regulations; Develop and implement a departmental strategic plan both for
the in year and the MTEF period plus 2 years; Take all the necessary steps to
ensure that the department is organized and structured in a manner that will
enable the effective and efficient delivery of the Department’s mandate;
Responsible for all functions/duties as Accounting Officer in terms of the Public
Finance Management Act and Treasury Regulations; Monitor and ensure
compliance with all applicable legislation; Provide strategic management
leadership through planning, organizing, monitoring and controlling the
performance of the department.

ENQUIRIES : Mr. Justice Bekebeke – 053 838 2600

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

APPLICATIONS
Applications quoting the relevant reference should be forwarded as follows:
The Deputy Director – Human Resource Management, Department of
Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the
Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building,
Kimberley

FOR ATTENTION : Ms D Barnett
CLOSING DATE : 23 February 2017
NOTE : Applications must be submitted on form Z83, obtainable from any Public
Service department, which must be originally signed (an unsigned or scanned
Z83 form will disqualify an application). The application should be
accompanied by a recently updated comprehensive CV as well as originally
certified copies of all qualifications (matric certificate must also be attached)
as well as an ID Document and Driver’s license. Non-RSA citizens/Permanent
residents permit holders must attach a copy of their Permanent Residence
Permit to their application. Should you be in a possession of a foreign
qualification, it must be accompanied by an evaluation certificate from the
South African Qualification Authority (SAQA). The specific reference number
of the post must be quoted; Failure to submit all the requested documents will
result in the application not being considered. All applications, including those
submitted via registered mail must reach the department before 16:00 on the
day of the closing date. Incomplete applications, faxed applications, scanned
applications, e-mailed applications, or applications received after the closing
date will be disqualified. Correspondence will be limited to shortlisted
candidates only. If you have not been contacted within 3 months of the closing
date of this advertisement, please accept that your application was
unsuccessful. The department reserves the right not to make appointments
to the advertised posts. Please note that successful candidates will be
required to sign a performance agreement and will be subjected to a
competency assessment and security clearance.

MANAGEMENT ECHELON

POST 06/160 : DIRECTOR – PROVINCIAL SUPPLY CHAIN AND ASSET MANAGEMENT
REF NO: NCPT/2018/01

SALARY : R948 174. (TCE Package)
CENTRE : Kimberley Office
REQUIREMENTS : An appropriate three year tertiary qualification (NQF/7) IN Economics, Finance
of Public Administration. A minimum of 5 years middle management level
experience with Government Supply Chain and/ or Asset Management
oversight environment. A valid driver’s license. Knowledge of Departmental
policy and procedure, Public Finance Management Act, Treasury Regulations,
Municipal Finance Management Act, and Regulations, GRAAP, BAS,
Logistics and Financial Control. Administration procedures relating to specific
working environment including norms and standards, planning and organizing,
Compilation of management reports, Financial reporting, accounting reforms
in the Public Sector, Management Accounting, Strategic Planning and Leadership, Budgeting and Financial Management, Public Service laws and regulations. Report writing, Communication, Accounting and audit Skill, Networking skills, Financial management, Team working/building, Interpersonal relationship, Problem solving and decision making, ability to interpret directives and policy and implementation thereof Conflict Management, Project Management, Analytical thinking, Facilitating, Mentoring. Policy development, training and Research skill.

**DUTIES**

Monitor and support departments and municipalities in: Developing and implementing supply chain management systems. Establishing bid specifications, bid evaluation and bid adjudication committees and ensure proper functioning of the committees. Developing and implementing demand management and procurement planning processes. Assess the functionality of the bid/quotation system used by departments and municipalities. Assess the effectiveness of managing logistics operations. Asses the level of compliance regarding SCM reporting requirements. Evaluate the level of compliance with regard to the requirements to have a disposal plan and provide guidance where necessary. Evaluate the status of compliance with regard to the existence and effectiveness of a contract management system. Evaluate compliance with regard to the requirements and existence of a list of prospective service providers. (CSD) Measure the existence and effectiveness of the SCM and asset management performance management systems used by departments and municipalities. Monitor and provide support in the implementation of audit acting plans in line with SCM and asset management related audit findings Facilitate capacity building programs such as training, workshops and forums. Ensure correct implementation of risk management within the department. Oversee and regulate monitoring of all movable and immovable asset. Conduct physical asset management training and monitoring visits. Manage the resources of the Directorate to ensure efficiency and effectiveness.

**ENQUIRIES**

Mr O. Vermeulen, Tel. (053) 830 8263
ANNEXURE V

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 : 26 February 2017

NOTE : The Office of the Premier is an equal opportunity, affirmative action employer and 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. 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 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. 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. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POST

POST 06/161 : DEPUTY DIRECTOR: BUDGETS REF: NWOOP/03/18/01

SALARY : R657 822. per annum. Level 11(all-inclusive package)

CENTRE : Mahikeng

REQUIREMENTS : A bachelor’s degree/National Diploma in Accounting and/or equivalent (NQF level and Credits). 5 - 7 years’ experience in management accounting, of which 3 years must be at Assistant Director Level. Knowledge and understanding of PFMA and Treasury regulations. Ability to meet deadlines and work under pressure.


ENQUIRIES : Ms. T.M. Mooketsi, Tel: 018 – 388 4277
ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE
26 February 2018 @ 16:00

NOTE
Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 06/162
DIRECTOR: GREEN ECONOMY PROGRAMMES, REF NO. DEDAT 2018-05

SALARY
All-inclusive salary package of R948 174 – R1 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
Western Cape Government

REQUIREMENTS
Undergraduate qualification (NQF 7 as recognised by SAQA) in Economics, Economic development, Sustainability, Climate Change, Town Planning, Engineering; and 5 years’ acquired knowledge and/or experience of the water sector, or green technologies, with a minimum of 3 years at a management level. Recommendations: Masters qualification or equivalent in the fields as mentioned in the minimum requirements; Experience with financing mechanisms, incentives and models and accessing funding; An existing network of key stakeholders in the water sector (such as technology providers, consultants, government, catchment management agencies, NGO’s and academia; A good understanding of water management, water systems and water related technologies; Experience with co-ordinating and running communication and engagement campaigns; Experience with public sector processes and procedures; Experience with commercialisation of technology and services; and Problem solving skills.

DUTIES
Manage Green Economy projects; Facilitate and manage the alignment between all relevant stakeholder interests within the Green Economy; Monitor and oversee the performance of implementing agents contracted by WCG to deliver on the Green Economy strategy e.g. Green Cape; Source and communicate intelligence regarding the Green Economy; Strategic Management; Human Resource Management; and Financial Management...

ENQUIRIES
Ms Helen Davies (021) 483 7845

POST 06/163
DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP, REF NO. 2018-12

SALARY
All-inclusive salary package of R948 174 – R1 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**: Western Cape Government

**REQUIREMENTS**: Appropriate B Degree; Relevant senior management experience; and Valid code 8 driver's license. Recommendations: Competency in at least two of the official languages dominant in the Western Cape; and Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices. Competencies: Knowledge of business and organisational structure of the department; Knowledge of departmental operational management systems and procedures; Knowledge of provincial and national strategies to address sector development; Knowledge of corporate governance requirements with particular reference to prescribed plans and committees (Related to work of the Corporate Services Centre); Knowledge of the provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Services Centre is managed; Knowledge of the business of the Corporate Services Centre and the department; Knowledge of Occupational Health and Safety, Human Rights issues related to the department; and Knowledge of Human Resource Management systems.

**DUTIES**: Develop and manage the Provincial Skills Development Strategy and Framework; Establish and manage the Provincial Skills Forum; Provide secretariat services to the Provincial Skills Forum; Develop methodologies to narrow the gap between the demand of and supply for skills in various economic sectors; Align and report on the Western Cape Government spending on skills within the requirements of the economy; Ensure efficient and effective oversight and management for all financial resources/ aspects of the directorate and all performance requirements as related to the Public Financial Management Act and corporate governance; Management of people of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, performance orientated staff and sound labour relations; and Strategic capability and leadership.

**ENQUIRIES**: Mr Anthony Phillips (021) 483 9148

**POST 06/164**: DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING, REF NO. LG 2018-14

**SALARY**: All-inclusive salary package of R948 174 – R1 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 Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**: B-degree (NQF 7 as recognised by SAQA); 5 year's experience within a middle/senior management context; and A valid code 8 driver's license. Recommendations: B-degree in Public Administration. Competencies: Thorough knowledge of applicable policies, legislation, guidelines, standard procedures and best practices, especially with regard to local government; Knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Thorough knowledge of monitoring and evaluation legislation; Knowledge of strategic management processes including strategic planning and performance management within government - including inter-sphere and cross sector planning; and Knowledge of Human Resource Management and Financial Management.

**DUTIES**: Development and regulation of a framework for monitoring all aspects of municipal performance; Managing the process of collection and collation of municipal data; Monitoring and evaluation in terms of implementation of municipal performance monitoring systems; Assessment and analysis of data from municipalities to conduct diagnostic evaluations; Provide input to national and provincial policy and legislative processes, as well as structures regarding performance monitoring of municipalities; Direction to component's strategic management and planning processes; and Ensure effective management of human resources, financial resources and risks..

**ENQUIRIES**: Ms E Barnard (021) 483 6126

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE

It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

ERRATUM: kindly note that the post of Medical Specialist (Sub-specialist: Endocrinology) (2 Posts) Grade 1-3 published in vacancy circular 05 dated 02 February 2018, has been amended to Medical Specialist (Sub-specialist: Endocrinology) (1 Post) Grade 1-3.

MANAGEMENT ECHELON

POST 06/165 : MANAGER: MEDICAL SERVICES GRADE 1
Central Karoo District

SALARY : R1 052 712 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). (Plus a non-pensionable rural allowance of 22% of basic annual salary)

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

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of Southern Africa (HPCSA) as a Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after-hours work. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (i.e. MS Word, Excel, PowerPoint, Internet and e-mail). Appropriate experience of managing clinical services. Note: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a competency test.

DUTIES : Key result areas/outputs: Strategic and operational management of all health service platforms in the Central Karoo District, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Central Karoo District to ensure support of the patient centred experience, compliance to national core standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Central Karoo District. Liaise with appropriate district health services, Regional Hospital and tertiary referral services.

ENQUIRIES : Dr H Schumann, tel. no. (044) 803-2707
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 23 February 2018

OTHER POSTS

POST 06/166 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro District Health Services

SALARY : R499 953 (PN-B3) per annum

CENTRE : Maitland Community Day Centre

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical
Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

**DUTIES**
(key result areas/outputs): Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.

**ENQUIRIES**
Ms LM Appolis, tel. no. (021) 202-0933

**APPLICATIONS**
The Director: Metro District Health Services, Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**
Mr F le Roux

**CLOSING DATE**
23 February 2018

**POST 06/167**
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro District Health Services

**SALARY**
R499 953 (PN-B3) per annum

**CENTRE**
Scottsdene Community Day Clinic

**REQUIREMENTS**
Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial and Supply Chain guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Report writing. Ability to function independently as well as in a team. Note: No payment of any kind is required when applying for this post.

**DUTIES**
(key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

**ENQUIRIES**
Mr AE Patientia, tel. no. (021) 815-8894
APPLICATIONS: The Manager: People Management, Metro District Health Services, Tygerberg/Northern Sub-structure, Bellville, Private Bag X1, Bellville, 7535.

FOR ATTENTION: Ms A Kader

CLOSING DATE: 23 February 2018

POST 06/168: QUALITY ASSURANCE MANAGER
Chief Directorate: General Specialist and Emergency Services

SALARY: R417 552 per annum

CENTRE: George Hospital

REQUIREMENTS: Minimum educational qualification: Health related degree or diploma that requires registration with the South African Statutory Health Professions Council (SANC). Experience: Appropriate work experience in a Hospital environment. Appropriate experience in quality improvement projects. Inherent requirement of the job: Valid (Code B/BE) driver’s licence. Competencies (knowledge/skills): Knowledge of Clinical Governance and Quality Assurance frameworks and Project Management. Understanding of Healthcare legislation and related legal and ethical Healthcare practices. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer literacy (Excel, Word and PowerPoint), data analysis, interpretation, report writing skills. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

DUTIES: (key result areas/outputs): Provide leadership in all aspects of quality assurance and risk management. Manage, evaluate and report on all aspects of the quality assurance program. Improve quality of patient care though the systematic identification and evaluation of risks. Facilitate the development and distribution of information and educational resources for patients. Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES: Mr M Vonk, tel. no. (044) 802-4534

APPLICATIONS: To the Chief Executive Officer, George Hospital, Private Bag X6534, George, 6500.

FOR ATTENTION: Ms A Groenewald

CLOSING DATE: 23 February 2018

POST 06/169: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3
Chief Directorate: Metro District Health Services

SALARY: Grade 1: R351 516 per annum,
Grade 2: R414 069 per annum
Grade 3: R 487 752 per annum

CENTRE: Woodstock CDC

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA in Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. Grade 2: 10 year’s relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: 20 year’s relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirements of the job: Willingness to work after hours and shifts and travel if necessary. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage. Note: No payment of any kind is required when applying for this post. * Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant credentials.
DUTIES: (key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the Sub-district.

ENQUIRIES: Ms A Smith, tel. no. (021) 021 460-9274

APPLICATIONS: The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION: Mr F Le Roux

CLOSING DATE: 23 February 2018

POST 06/170: SOCIAL WORK SUPERVISOR GRADE 1

SALARY: R341 322 per annum

CENTRE: Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS: Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of payment of registration for 2017/2018. Experience: A minimum of 7 years’ appropriate experience in Social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render clinical social work practice, lead, supervise and work in a social work team and as a member of a multi-disciplinary team in a Specialist Paediatric Health Care setting. Sound knowledge and expertise in Hospital social work practice in general and more specifically in critical care related social work services, in trauma and crisis management related social work, in child protection social work, in grief and bereavement related social work and related fields. Knowledge of all legislation applicable to the field of Child Protection and social work practice in a health care setting. Computer literacy and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Supervisory, problem solving and conflict resolution skills and knowledge of the SPMS system. Note: no payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: As a member of the Social Work Department to provide: Provide Social work specialist knowledge and skills to services within General Social Work Department. Psycho-social assessments, counselling and emergency responses to individuals, groups and families. Social Work Clinical Supervision to social work staff and students. Report-writing and related administration. Research, teach and train.

ENQUIRIES: Ms C Brown, tel. no. (021) 658-5196

APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION: Mr P Petersen

CLOSING DATE: 23 February 2018

POST 06/171: PROFESSIONAL NURSE (SPECIALTY: TRAUMA AND EMERGENCY) GRADE 1 TO 2

Eden District

SALARY: Grade 1: R 340 341 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum

CENTRE: Knysna Hospital

REQUIREMENTS: Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited by the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum
of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the specific speciality mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**DUTIES**

(key result areas/outputs): Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

**APPLICATIONS**

Ms G Lloyd, tel.no. (044) 302-8400

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

23 February 2018

**POST 06/172**

**CLINICAL PROCUREMENT SPECIALIST**

**SALARY**

R334 545 per annum

**CENTRE**

Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year Health related National Diploma or Degree. Experience: Appropriate clinical experience in a health related environment. Experience of clinical product/equipment evaluation. Knowledge of medical equipment and supplies and their application within a healthcare environment. Experience in Government Procurement. Experience in Strategic Procurement. Sound clinical knowledge on medical products. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Proven report-writing skills. Broad knowledge on negotiating with suppliers. Health sector products (Medical and Surgical equipment and consumables). Bid Management and Procurement prescripts. Preferential Procurement and/or Black Economic Empowerment Management capabilities and understanding. Product evaluation processes. Highly developed problem solving abilities. Sound interpersonal/communication skills. Conversant in at least two of the three official I languages of the Western Cape. Computer literacy (i.e. MSWord, Excel and PowerPoint). Nursing background would be advantageous. Note: This post does not form part of any Occupation Specific Dispensation. No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.
DUTIES: Key result areas/outputs: Coordinate the evaluation of medical and surgical equipment and consumables for purchase. Liaise with users and suppliers of medical and surgical equipment and consumables. Conduct research and maintain a database of Healthcare Technology. Provide training and guidance on the use of medical and surgical equipment and consumables. Provide training and guidance on the use of the Essential Supplier Database. Assist in the prioritisation of medical and surgical consumables and equipment needs. Represent SCM on Hospital Clinical Advisory Committee. Ensure proper application of contract management. Advisor to bid committee and delegates. Ensure compliance to SCM prescripts. Assist in Procurement Planning and Demand Management.

ENQUIRIES: Ms L Lahner, tel. no. (021) 658-5393
APPLICATONS: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms T Nqola
CLOSING DATE: 23 February 2018

POST 06/173: COMPLIANCE ADVISOR (2 POSTS) (12 MONTHS CONTRACT)
Directorate: Financial Accounting

SALARY: R334 545 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Experience: Appropriate experience in Finance and Supply Chain Management and Auditing. Experience in effective assessment and monitoring of processes of compliance and risk by evaluating assessments performed. Experience in providing plans or programmes and communication to manager. Experience in compiling trend analysis and performing process mapping. Experience in analysing and determining quality of data. Experience in effective management of staff. Experience in facilitating the audit control processes within the department Inherent requirements of the job: Valid (Code B/EB) manual driver’s licence. Willing to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of operational requirements pertaining to assets, inventory, irregular expenditure, commitments and accruals as well as the relevant reporting requirements. Knowledge of AFS sanitisation processes. Knowledge of LOGIS or SYSPRO. Knowledge of internal controls and compliance management with the ability to draft process maps Computer literacy and extensive experience in Microsoft Excel. Experience in scheduling and attending meetings. Knowledge of effective and correct reporting of irregular expenses by checking the validity of it. Note: No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.

DUTIES: Execute interventions at Health institutions to ensure credibility and correctness of AFS Disclosure Notes. Develop and implement processes of internal controls, capacity interventions and interventions with regard to performance management. Identify cases of non-compliance with financial management policies at institutions. Formal and informal training of staff at institutions and management of staff. Development, facilitating and conducting finance related training and facilitate the audit control processes within the department. Presentation of finding at various management meetings. Perform adhoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identifying risks and implementing of appropriate internal controls. Identify irregular, fruitless and wasteful expenditure. Evaluate expenditure against laws and regulations to ensure compliance. Evaluate of information pertaining to Annual Financial Statements. Drafting of Standard Operating Processes with regards to Finance and Supply Chain Management best practices.

ENQUIRIES: Ms DM Pick
APPLICATONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Dawood
CLOSING DATE: 23 February 2018

POST 06/174: SENIOR STATE ACCOUNTANT: FINANCE (DICU) (1 YEAR CONTRACT)
Directorate: Financial Accounting

SALARY: R281 418 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Knowledge and appropriate experience in Finance, Supply Chain Management and Auditing. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to travel and away from home for extended periods. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, auditing principles, Supply Chain Management and Accounting. Ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word). Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Evaluate data of SCM systems of the institutions to ensure credibility thereof. Evaluate Accounting and Supply Chain transactions for all institutions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Ensure the correct use of Accounting Classification Codes.

ENQUIRIES : Mr DM Pick, tel. no. (021) 940-8925
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
CLOSING DATE : 23 February 2018

POST 06/175 : SYSTEM CONTROLLER
Chief Directorate: General Specialist and Emergency Services

SALARY : R281 418 per annum
CENTRE : Forensic Pathology Service, U2 Building, Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/systems or related qualification. Experience: Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within Forensic Pathology facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level Computer competency in Microsoft Office Suite. Note: Candidates will be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage the Electronic Content Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES : Mr M Vismer, tel. no. (021) 928-1510
APPLICATIONS : The Director: Forensic Pathology Service, U2 building, Tygerberg.
FOR ATTENTION : Ms S Samodien
CLOSING DATE : 23 February 2018

POST 06/176 : CHIEF FORENSIC OFFICER
(Chief Directorate: General Specialist and Emergency Services)

SALARY : R281 418 per annum
CENTRE : Forensic Pathology Services based at Paarl Laboratory (L2)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience in a Forensic Mortuary
Environment. Extensive consecutive and extensive Forensic (Medico-legal) laboratory experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work standby duties (after hours) and wear a uniform. Willingness to travel for long periods of time when required. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Willingness to be trained in forensic investigation and evisceration. Willingness to be trained in 4 x 4 vehicle handling and photography skills. Computer literacy (MS Excel and Word). Ability to work independently and team work when required. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment.

**DUTIES**: (key result areas/outputs): Render an efficient support service to the Mortuary Manager with regard to management of the service (budgets, assets, human resources and operational management). Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing and safekeeping of corpses, information, exhibits, and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and X-raying of corpses. Effective and efficient management of unknown corpses and ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Optimal control of reports and specimens during and after the forensic mortuary process including the completion and administration of statements and documentation. Ensure that staff members adhere to regulations, policies and instructions with regard to duties. Attendance of court cases and delivery of testimony when subpoenaed to do so.

**ENQUIRIES**: Ms DA Lukes, tel. no. (021) 862-2047

**APPLICATIONS**: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

**FOR ATTENTION**: Mr B Wepener

**CLOSING DATE**: 02 March 2018

**POST 06/177**: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Central Karoo District

**SALARY** : R152 862 per annum

**CENTRE**: Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Experience: Appropriate experience in Supply Chain and Warehouse management. Appropriate LOGIS experience. Competencies (knowledge/skills): Knowledge of the PMFA, Treasury Directives and Legislation pertaining to Supply Chain Management and procurement work environment. Computer literacy (MS word and Excel). Knowledge and experience of LOGIS system. Good interpersonal skills. Note: No payment of any kind is required when applying this post.

**DUTIES**: Key result areas/outputs: Receive and capture manually approved requisitions. Issue store items (FIFO principle). Receive goods from supplier. Store goods and Inventory control. Transactions comply with legislative requirements. Manage 0-9 files and capture receipt vouchers. Manage the warehouse and the transit stores. Keep LOGIS system and bin cards up to date. Safeguard of store.

**ENQUIRIES**: Mr R van Zyl, tel. no. (023) 414-8200

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

**FOR ATTENTION**: Ms S Pienaar

**CLOSING DATE**: 02 March 2018

**POST 06/178**: STERILISATION OPERATOR PRODUCTION (CSSD AND GAS) (2 POSTS)
Chief Directorate: Metro District Health Services

**SALARY** : R107 886 per annum

**CENTRE** : Karl Bremer Hospital
## REQUIREMENTS
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen. Note: No payment of any kind is required when applying for this post.

## DUTIES
(key result areas/outputs): Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise of instruments, linen and supplies. Cost effective utilisation of resources. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.

## ENQUIRIES
Ms ET Linden-Mars, tel. no. (021) 918-1386

## APPLICATIONS
The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

## FOR ATTENTION
Ms A Dyers

## CLOSING DATE
02 March 2018

## POST 06/179
LABORATORY ASSISTANT
Chief Directorate: General Specialist and Emergency Services

## SALARY
R90 234 per annum

## CENTRE
Oral Health Centres

## REQUIREMENTS
Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Dental Laboratory in all aspects of Dental Laboratory assisting. Competencies (knowledge/skills): Good interpersonal skills. Ability to work as a team member. Aptitude to train on the job. Ability to maintain equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Note: A competency test may form part of the selection process. No payment of any kind is required when applying for this post.

## DUTIES
(key result areas/outputs): Invest and pack dentures. Pour and trim models. Articulate working models. Assist Dental Technologists in handling materials, equipment and errands pertaining to their scope of practice. Basic maintenance of Laboratory equipment. Keep proper statistics of work done in input and output registers.

## ENQUIRIES
Mr D Taft, tel. no. (021) 937-3068

## APPLICATIONS
The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.

## FOR ATTENTION
Ms N Jooste

## CLOSING DATE
02 March 2018

## POST 06/180
LINEN STORES ASSISTANT
Chief Directorate: Metro District Health Services

## SALARY
R90 234 per annum

## CENTRE
Khayelitsha District Hospital

## REQUIREMENTS
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays when operational needs require. Physically able to hear and speak clearly. Perform hard physical tasks e.g. pushing heavy linen trolleys to and from the linen bank and wards or departments. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Ability to sort, sluice and count linen. Ability to speak in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

## DUTIES
(key result areas/outputs): Provide effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of soiled linen from the wards and other units, then taken to the linen bank. Distribution of clean linen from the linen bank to the wards and other units. Daily sorting, counting, recording and bagging of dirty linen prior to
ENQUIRIES: Ms M De Beer, tel. no. (021) 360-4614
APPLICATIONS: The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION: Mr A Ernstzen
CLOSING DATE: 23 February 2018
POST 06/181: HOUSEHOLD AID
Chief Directorate: Metro District Health Services
SALARY: R90 234 per annum
CENTRE: Khayelitsha District Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status (be able to work with cleaning materials and lifting of equipment). Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.
DUTIES: (key result areas/outputs): Responsible for cleaning duties (i.e. sweeping, dusting, mopping, scrubbing and polishing), refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after use and securely stored. Effectively use cleaning agents and stock, as well as elementary stock control. Attend in-service training appropriate to service delivery.
ENQUIRIES: Ms M Dankers, tel. no. (021) 360-4389
APPLICATIONS: The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION: Mr A Ernstzen
CLOSING DATE: 02 March 2018
POST 06/182: PORTER
Chief Directorate: Metro District Health Services
SALARY: R90 234 per annum
CENTRE: Metro TB Hospital Centre
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good inter-personal skills. Good work ethics. Professional behaviour. Note: No payment of any kind is required when applying for this post.
DUTIES: (key result areas/outputs): Effective porter services to clients. Ensure safety of patient and hygiene of environment. Effective utilisation and maintenance of resources. Support supervisor and colleagues.
ENQUIRIES: Mrs M Smuts, tel. no. (021) 713-7621
APPLICATIONS: The Manager: Medical Services Metro TB Hospital Centre: DP Marais Hospital, P.O. BOX 30360, Tokai, 7966.
FOR ATTENTION: Ms A Isaacs
CLOSING DATE: 02 March 2018
POST 06/183: CLEANER
Eden District
SALARY: R83 766 per annum
CENTRE: Thembalethu CDC
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Inherent requirement of the job: Incumbent must be strong enough to lift heavy objects and be on their feet the
entire day. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post. Successful candidates may be subjected to a practical test.

**DUTIES**

Key result areas/outputs: General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning clinic grounds, windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to Occupational Health and Safety Policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility Manager, Housekeeper and colleagues.

**ENQUIRIES**

Ms S Pienaar, tel. no. (044) 803-2703

**APPLICATIONS**

The District Manager: Eden District, Private Bag X6592 George, 6529.

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

02 March 2018

**POST 06/184**

GROUNDSMAN

Chief Directorate: Metro District Health Services

**SALARY**

R83 766 per annum

**CENTRE**

Metro TB Hospital Centre

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and grounds maintenance. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as in a team set up. Note: No payment of any kind is required when applying for this post.

**DUTIES**

(key result areas/outputs): Maintenance of grounds. Apply and maintain quality and risk. Maintain apparatus and equipment.

**ENQUIRIES**

Mr C Van Houten, tel. no. (021) 508-8333

**APPLICATIONS**

The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

**FOR ATTENTION**

Ms A Gertse

**CLOSING DATE**

02 March 2018