PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2018
DATE ISSUED: 23 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 Public Service and Administration: kindly note that the post of Deputy Director HR Planning and Practice Support (REF NO: DPSA 18/002) published in vacancy circular 06 dated 09 Feb 2018 with the closing date 09 March were advertised with incorrect Requirements, the correct Requirements read as follows: 5 years’ substantial experience in human resource management practices and policy development with 2 years’ supervisory functions.
Office of the Public Service Commission: Kindly note that the post of Deputy Director Research (REF NO DDR/02/18) published in vacancy circular 06 dated 09 February 2018 with the closing date 09 March 2018 the post has been withdrawn from the PSVC.

Gauteng: Human Settlements: Kindly note that the post of Service Manager Office of the Chief Financial Officer (REFS/002306) published in vacancy circular 03 dated 19 January 2018 with the closing date 09 February 2018 the post has been withdrawn from the PSVC.

Gauteng: Health: Kindly note that the post of Middle Manager (REF NO: 07/111) published in vacancy circular 07 dated 16 Feb 2018 with the closing date 02 March 2018 were advertised with incorrect Requirements, the correct Requirements read as follows: An appropriate three (3) years Diploma/ Degree or Grade 12 certificate with at least 10 years of experience in Finance Management and other relevant qualification in Finance Management and Leadership skills. Computer literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS, MEDSAS, SCM)

Western Cape: Department of Social Development kindly note that the post of Population Analyst: (REF NO. DSD 2018-12) published in vacancy circular 07 Dated 16 February 2018 with the closing date 02 March 2018 the duties have been amended. the correct Duties are as follow: to Designing and planning the population development strategy and programme, Managing, conduction and supervising own and commissioned population development activities, Population development activities, Promoting the building of statistical, analytical, demographic and population analysis capacity of Government planners at all three spheres of government in the Province, Contributing to the broader objectives of the Department and networking, Own personal development, Managing and supervision of Directorate Resources, Perform any other reasonable miscellaneous job-related duties that are consistent with the broad nature of the job as assigned.

Western Cape: Department of Transport and Public Works: kindly note that the post of Accounting Clerk: Banking and Cash, (REF NO. TPW 2018)- published in vacancy circular 07 Dated 16 February 2018 with the closing date 02 March 2018 the salary have been amended to: R 152 862 per annum (Salary level 5).
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ANNEXURE A

CIVIL SECREATARIATE FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment. The Civilian Secretariat for Police Service is offering an internship programme for the 2018/2019 financial year.

APPLICATIONS
Civilian Secretariat for Police Service, Private Bag X922, Pretoria. 0001
Or Hand Deliver at: 217 Pretorius Street, 7th Van Erkom Arcade Building, Pretoria, 0001

ENQUIRIES
Mr BK Shiphamele or Mr CL Magardie at (012) 393 4359/2500

CLOSING DATE
09 March 2018

NOTE
Interested candidates should forward a completed Z83 Form obtained from any Public Service Department, accompanied by a detailed CV and certified copies of their ID and qualifications (Grade 12 Certificate and Diploma/Degree certificate) to the following address

OTHER POSTS

POST 08/01
STUDY FIELD: INTERNAL AUDIT (1) POSITION
Internship Programme 2018/2019

SALARY
The Programme will be for non-renewable period of 12 months. The Interns will receive a monthly stipend of R5353.77 per month

REQUIREMENTS
National Diploma/ Bcom Degree Auditing/Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES
Execute approved audit procedures, Compile audit working papers, Perform general administrative duties

NOTE
Applicants whom underwent or currently on an internship programme will not be considered. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within a period of a month after the closing date, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check.

POST 08/02
STUDY FIELD: RISK MANAGEMENT (1) POSITION
Internship Programme 2018/2019

SALARY
The Programme will be for non-renewable period of 12 months. The Interns will receive a monthly stipend of R5353.77 per month

REQUIREMENTS
National Diploma/Degree Risk Management/Commerce/Financial Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES
Coordinate risk management processes, Perform general administrative duties.

NOTE
Applicants whom underwent or currently on an internship programme will not be considered. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within a period of a month after the closing date, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check.
DEPARTMENT OF COMMUNICATIONS

APPLICATIONS: The Director General, Department of Communications, Private Bag X 812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria

FOR ATTENTION: Mr A Khameli

CLOSING DATE: 09 March 2018 @ 16h00 ((Applications received after the closing date will not be considered).

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 08/03: SENIOR ACCOUNTING CLERK, GRADE III: TRAVEL AND SUBSISTENCE, PAYROLL & SALARY: REF NO: SAC/DOC/05

SALARY: Salary Level 6: R 183 558.00 per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A Diploma in Accounting/ Finance /Cost Management Accounting/related field. 1-2 years’ experience in Finance, relating to the listed duties as the minimum requirements for appointment. The candidate must have experience of salaries functions and travel and subsistence claims. Must have capturing experience on both BAS and PERSAL. Must have the ability to analyse and reconcile suspense accounts. Practical experience in managing and controlling S&T Advances and Claims (Domestic and Foreign). Knowledge of Public Finance Management Act and Treasury Regulations. Candidate must be conversant with Microsoft packages (Ms Excel, Ms Word and Outlook), and must be able to strictly apply departmental policies. The successful candidate must be pro-active, work fast, be accurate and have great attention to detail. Candidates must be able to work well under pressure. Must have good interpersonal skills, must be efficient in accountancy and be assertive when the need arises. Good communication skills, both written and verbal and must be computer literate.

DUTIES: Receive, check, calculate and process S &T claims and advances. Distribution of payrolls and pay slips. Capturing of Salary related deductions and allowances on PERSAL. Monthly reconciliation of Salary related suspense accounts. Capturing of Journals, Payments and Entities on BAS. Updating and issuing of IRP5 certificates. Printing of duplicate IRP5 certificates, when required to. The maintenance and monthly reconciliation of the DIRCO account and the set-up of meetings with DIRCO to ensure that the account is kept up to date. Filing of all related documents. Opening of new personnel files. Provide assistance with the request of documents, from Internal and External Auditors. Compilation and presentation of monthly statistics for the monthly Financial Control and CFO Forums. Handling of enquires in respect of Travel & Subsistence, Payroll and Salaries.

ENQUIRIES: Ms Kreshma Rambujan: 012 473 0162
The vision of the Department of Cooperative Governance is one of having a well-co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, are expected to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

CLOSING DATE: 16 March 2018

MANAGEMENT ECHELON

POST 08/04: CHIEF DIRECTOR: INTEGRATED REGIONAL SPATIAL PLANNING AND ECONOMIC DEVELOPMENT (SALARY LEVEL 14) REF NO: 23573/01

SALARY: An all-inclusive remuneration package of R1 127 334 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Development Planning/Social Science/Public Administration/Governance as recognised by SAQA with 5 years relevant work experience at senior management level (applicants must indicate their level of management experience). Technical Competencies: Knowledge of Intergovernmental Planning Instruments, Integrated Development Plans, Local Economic Development, Social Delivery Programmes, Local Government Legislation, Spatial Planning Instruments and Integrated Planning and Coordination.

DUTIES: The incumbent will perform the following duties: Oversee the establishment of systems and processes to support the intergovernmental developmental planning. Provide strategic support in the establishment of Geographic Information System and processes to support the development planning. Oversee the development and manage the implementation of LED Support programmes. Establish systems to ensure full participation of national and provincial government and stakeholders in the IDP processes.

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta04@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling, tel. 012 811 1900.

ENQUIRIES: Mr T.B. Fosi, tel. (012) 848 4876
OTHER POST

POST 08/05 : DEPUTY DIRECTOR IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL (SALARY LEVEL 11) REFERENCE: 23574/01

SALARY : An all-inclusive remuneration package of R657 558 per annum.
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree or National Diploma in Public Administration or equivalent qualification. A minimum of 3 to 5 years’ experience in an office management and administration environment. Generic Competencies: Project management, applied strategic planning, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication. Technical Competencies: Executive office management, knowledge of Cabinet/Parliamentary functions, advanced computer proficiency.

DUTIES : The incumbent will perform the following duties: Quality assuring, assessing and summarizing content of incoming and outgoing submissions and correspondences. Coordinate branch compliance matters. Consolidate branch contributions in preparation for quarterly review meetings, strategic plans, top management meetings and Ministerial Executive Committee meetings. Coordinate the cabinet and parliamentary matters related to the Branch. Coordinate budget and monitor expenditure of the Branch. Provide secretariat services of Branch meetings, forums and coordinate the implementation of decisions taken.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta03@ursonline.co.za; or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling, tel. 012 811 1900.
ENQUIRIES : Mr J. Tidimane, tel. (012) 334 0734.
NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POST

POST 08/06 : SENIOR STATE ACCOUNTANT, REF NO: CFO 18/2/1

REQUIREMENTS : Minimum requirements: B Degree/ three (3) years National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on salary level on 7. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge of Financial Management System (FMS), Information Centre (IC) qualified. Finance and Information Management Skills. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD and related transactions on FMS. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering to task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a valid driver's license/Military driver's licence to conduct staff duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES : Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR’s). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’S) into potential irregularities and compilation of reports to the client. Managing
In case where applicants are required. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective function under pressure. Added advantages: The Financial Service Centre Management course (FASCMD) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommended.

DUTIES:
- Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts.
- Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES:
Mr E. Ridgard, (012) 355 5510.

APPLICATIONS:
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Please use reference number not post number.

CLOSING DATE:
09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/07
FINANCE CLERK SUPERVISOR, REF NO: CFO 18/2/2

SALARY:
R226 611 per annum (Level 7)

CENTRE:

REQUIREMENTS:
Minimum requirements: B Degree/ three (3) years National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. In possession of a valid driver's licence (RSA/Military driver's licence). Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD) will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD and Public Service, including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Skills: Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Word developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantages: The Financial Service Centre Management course (FASCMD) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.

DUTIES:
- Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts.
- Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES:
Mr T.C. Lassen, Tel: (021) 787-4692.

APPLICATIONS:
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

CLOSING DATE:
09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

POST 08/08
SENIOR SECRETARY, REF: CDHRD/55/17

SALARY:
R152 862 per annum (Level 5)

CENTRE:
CD HR Development, Erasmuskloof, Pretoria.

REQUIREMENTS:
A recognised Diploma/Certificate/NQF 5 Secretarial qualification plus two to (2 – 3) years’ HR or Administrative experience. Special requirements (skills needed): Planning and organizational skills. Good Communication skills (the ability to communicate well with people at different levels). Computer skills (MS Word, presentations and spread sheets). The ability to be creative and innovative. Basic research and analytic skills.

DUTIES:
- Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Chief Director, including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Chief Director. Create and maintain databases and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Perform related duties when required. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective support to the Chief Director.

ENQUIRIES:
Mr T. C. Lassen, Tel: (021) 787-4692.

APPLICATIONS:
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

CLOSING DATE:
09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
ENQUIRIES : Major K.L. Ditlotlo, Tel: 012 355 5143.
CLOSING DATE : 09 March 2018 (Applications received after the closing date and faxed copies will not be considered
APPLICATIONS : Department of Defence, Chief Director Human Resources Development, Private Bag X159, Pretoria 0001 or may be hand-delivered to the Department of Defence, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.
NOTE : All the short-listed candidates will undergo a competency test.
POST 08/09 : FINANCE CLERK, REF NO: CFO 18/2/3
(Please note that this is a re-advertisement, applicants who previously applied need to re-apply as their previous applications will not be considered)
SALARY : R152 862 per annum (Level 5)
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRDP), Finance Accounting Service Centre .FASO Tempe.
REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance/Accounting-related subjects. Relevant experience will serve as a strong recommendation. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of financial management mainframe. Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering in task finalisation. Permanent RSA citizen with no criminal record. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses. Added advantage: Post Matric qualification in Finance, a minimum of one year relevant experience in the relevant field and a valid RSA/Military driver’s license.
DUTIES : Scrutinize, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the (FMS). Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.
ENQUIRIES : Mr N. Rose, Tel: (053) 830-3086.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Please use reference number not post number.
CLOSING DATE : 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
POST 08/10 : FINANCE CLERK, REF NO: CFO 18/2/4
(Please note that this is a re-advertisement, applicants who previously applied need to re-apply as their previous applications will not be considered)
SALARY : R152 862 per annum. (Level 5)
REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. Sound reasoning, mathematics and problem solving ability as well as being trustworthy, honest and loyal. Ability to understand and interpret basic financial policy and a basic knowledge of Financial Policy and the PFMA. Well-developed verbal and written communication skills and able to compile effective reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas. Decisive/persevering iron task finalisation and able to effectively function under pressure. Basic knowledge of the budget process as well as the basic financial function. Knowledge of computer systems and programs, including Word Processing and Spread sheets. Being in possession of a valid vehicle driver's licence will be a strong recommendation. Added advantage: Post Matric qualification in Finance and /or a minimum of one year relevant experience. The successful candidate will be required to complete all relevant courses.
**DUTIES:** Assist the Budget Manager and Chief Accounting Clerk in collecting/obtaining relative financial, budgetary information to execute the budget management function. Assist in identifying potential cost saving opportunities in order to limit fruitless/unnecessary expenditure. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/budgetary reports and statistics. Assist in preparing documents and software to be used by the Budget Manager during presentations. Maintain an effective internal filling system. Collecting/delivering budget related documentation from and to other directorates/sections. Assisting management wrt general administrative functions at the Budget Management Office SA Air Force.

**ENQUIRIES:** Mr S.R Molekwa, Tel: (012) 312 2209.

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

**CLOSING DATE:** 09 March 2018 at 16:00 (Applications received after the closing date and faxed copies will not be considered).

**POST 08/11:** SENIOR SECRETARY, REF: CDHRD/55/17

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

**CENTRE:** CD HR Development, Erasmuskloof, Pretoria.

**REQUIREMENTS:** A recognised Diploma/Certificate/NQF 5 Secretarial qualification plus two to (2 – 3) years’ HR or Administrative experience. Special requirements (skills needed): Planning and organizational skills. Good Communication skills (the ability to communicate well with people at different levels). Computer skills (MS Word, presentations and spread sheets). The ability to be creative and innovative. Basic research and analytic skills.

**DUTIES:** Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration in the office of the Chief Director, including the arrangement and coordination of meetings. Draft Agendas, record meeting discussions and provide minutes. Manage and prepare daily schedules of the Chief Director. Create and maintain databases and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Perform related duties when required. Remain abreast with policies/prescripts and procedures applicable to ensure effective and effective support to the Chief Director.

**NOTE**

Applications must be submitted on a Z83 form obtainable from any Public Service Department or Internet at www.dpsa.gov.za/documents. Applications must be accompanied by a comprehensive CV, certified copies of ID, Grade 12 and qualifications as well as the recent Academic Transcripts/ Records. Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualification must be accompanied by an evaluation certificate from South African Qualification Authority (SAQA). Non-RSA citizens/ Permanent resident permit holders must attach a copy of their permanent residence permit. Applicants who participated in any other Government Internship Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record & Security Clearance). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Graduates with Disabilities and TVET College graduates are encouraged to apply.
POST 08/12 : FINANCIAL MANAGEMENT DIVISION REF: FMD 01/2018 (25 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Please apply to a specific area: Pretoria, Bloemfontein, Limpopo, Durban and Cape Town.

ENQUIRIES : National Diploma/ B Tech/ B Degree in Financial Management, Accounting.

POST 08/13 : DEFENCE MATERIEL DIVISION REF: DMD 02/2018 (4 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


POST 08/14 : DEFENCE INTERNATIONAL AFFAIRS DIVISION REF: DIAD 03/2018 (5 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : National Diploma/ B Tech/ B Degree in International Relations, Political Science, Office Management, Management Assistant.

POST 08/15 : INTERNAL AUDIT DIVISION REF: IAD 04/2018 (20 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


POST 08/16 : JOINT OPERATIONS DIVISION REF: J OPS 05/2018 (15 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


POST 08/17 : SOUTH AFRICAN ARMY REF: SAA 06/2018 (20 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


ENQUIRIES : Major N.I. Cain, Tel: (012) 355 1693.
POST 08/18 : SOUTH AFRICAN AIR FORCE REF: SAAF 07/2018 (10 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : Mr E.M. Rabapane, Tel: (012) 312 1038.

POST 08/19 : SOUTH AFRICAN NAVY REF: SAN 08/2018 (10 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Simon’s Town

ENQUIRIES : Ms A.M. Kau-Tsoanyane, Tel: (021) 787 5214

POST 08/20 : DEFENCE LEGAL SERVICES DIVISION REF: DLSD 10/2018 (13 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : Lieutenant Colonel E.M. Segoatle, Tel: (012) 355 5334

POST 08/21 : DEFENCE CORPORATE COMMUNICATION REF: DCC 11/2018 (10 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : FSgt S.L.L. Mafanya, Tel: (012) 355 6322.

POST 08/22 : DOD HEADQUARTERS UNIT REFERENCE: DHQU 12/2018 (5 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : Major L.A. Mosingathi, Tel: (012) 355 5526.

POST 08/23 : MILITARY POLICE DIVISION REF: MPD 13/2018 (15 INTERNS) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : Lieutenant Colonel M.V. Mokhachele, Tel: (012) 686 4072/4085.
POST 08/24 : COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF: CMIS 14/2018 (10 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


ENQUIRIES : Major S.M.P Maloka, Tel: (012) 355 5116.

POST 08/25 : LOGISTICS DIVISION REF: LD 15/2018 (10 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


ENQUIRIES : Ms G. Williams, Tel: (012) 402 2619/ LCpl M.J. Mogotlane, Tel: (012) 402 262.

POST 08/26 : HUMAN RESOURCES DIVISION REF: HRM 16/2018 (1 Intern) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


ENQUIRIES : Major S.I. Mocimi, Tel: (012) 339 5372

POST 08/27 : HUMAN RESOURCES DIVISION REF: HRD 17/2018 (7 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : National Diploma/ B Tech/ B Degree in Human Resource Development.

ENQUIRIES : Ms A.S. Marsh, Tel: (012) 355 6081

POST 08/28 : HUMAN RESOURCES DIVISION REF: LANG 18/2018 (10 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria

ENQUIRIES : B Degree/National Diploma with specialisation in English.

ENQUIRIES : Ms N. Ndawandwe, Tel: (012) 654 4050 ext 126.

POST 08/29 : HUMAN RESOURCES DIVISION REF: DPTSR 19/2018 (3 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE REQUIREMENTS : Pretoria


ENQUIRIES : Captain B.C. Mehlo, Tel: (012) 392 2649

POST 08/30 : HUMAN RESOURCES DIVISION REF: TC 20/2018 (3 Interns) 12 MONTHS

SALARY : A stipend will be paid according to proof of relevant qualification & will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma & Degree - R4000, Honours & Masters - R5000 pm).

CENTRE : Pretoria
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<td>POST 08/31</td>
<td>N6, Diploma, National Diploma, B Tech, B Degree in Human Resource Development, Chef, Hospitality.</td>
<td>Ms E. du Preez, Tel: (012) 355 6567</td>
<td>A stipend will be paid according to proof of relevant qualification &amp; will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma &amp; Degree - R4000, Honours &amp; Masters - R5000 pm).</td>
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<td>POST 08/32</td>
<td>National Diploma/ B Tech/ B Degree in Youth Development, Disability Management, Social Worker, Office Management, Gender Studies, Development.</td>
<td>Mr T.E. Mudavheni, Tel: (012) 355 5395</td>
<td>A stipend will be paid according to proof of relevant qualification &amp; will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma &amp; Degree - R4000, Honours &amp; Masters - R5000 pm).</td>
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<td>POST 08/32</td>
<td>National Diploma/ B Tech/ B Degree in Labour Relations.</td>
<td>Ms D. Monaga, Tel: (012) 355 5868</td>
<td>A stipend will be paid according to proof of relevant qualification &amp; will vary as per qualification (N6 - R2500, Diploma - R3000, National Diploma &amp; Degree - R4000, Honours &amp; Masters - R5000 pm).</td>
<td>Pretoria</td>
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APPENDIX E

APPLICANTS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbhokota/ Mr. T Kekana

CLOSING DATE: 09 March 2018

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB Females and people with disabilities are encouraged to apply; email or fax applications will not be accepted.

MANAGEMENT ECHELON

POST 08/33

DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND COMPLIANCE

SALARY: R1 307 973 per annum, all-inclusive package (Level 15)

CENTRE: Pretoria

REQUIREMENTS: Post Graduate Degree in Public Management/Business Management/Law with Minimum of 8 years’ experience in Senior Management within the governance and compliance PLUS the following key competencies, Knowledge of Enterprise-wide risk management, Internal Audit, PFMA, Corporate governance, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DoE policies, functions, projects, etc. Strategic planning Government policies, Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, Organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis Strategic capability and leadership, Change Management, Thinking Demands: Creative/Innovative thinker, Ability to analyze information, Logical, Objective, Accurate, Diplomatic.DUTIES: Manage/co-ordinate departmental strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight and International coordination. Give strategic planning direction and guidance with respect to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination, Liaise with the relevant role-players, Manage the branch.

ENQUIRIES: Mr T Mabuqela (012) 406 7668

POST 08/34

DEPUTY DIRECTOR-GENERAL: ENERGY PROGRAMMES AND PROJECTS

SALARY: R1 370 973 per annum all-inclusive package (Level 15)

CENTRE: Pretoria

REQUIREMENTS: A post graduate degree in Engineering, Science, Economics or Finance or Energy Studies or Project with Minimum of 8 years’ experience in Senior Management within the energy sector environment PLUS the following key competencies: Knowledge of The South African energy sector, Project Management, Financial Management, Research, Public Service Knowledge and understanding of DoE policies, functions, projects, etc. Strategic planning, Government policies, Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation
skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change Management, Thinking Demands: Creative/Innovative thinker

Ability to analyse information, logical, objective, accurate and diplomatic.

DUTIES: Provide strategic direction, guidance and oversight with regard to the management and coordination of all programmes/projects to promote universal access to Energy as well as the education of the public pertaining to Energy issues; the management and coordination of all capital and infrastructure programmes/projects; and the development, maintenance and implementation of a project management principles and monitor and report on the strategic outcomes, intermediate outcomes, outputs and performance targets. Advice the Minister, Deputy Minister, Director General and Management on the management and coordination of all energy related projects. Liaise and interact with stakeholders in the Energy sector on the management and coordination of all energy related projects. Manage the Branch Energy Programmes and projects

ENQUIRIES : Mr T Maqubela (012) 406 7688

POST 08/35 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

SALARY : R1 370 973 per annum, all-inclusive package (Level 15)

CENTRE : Pretoria

REQUIREMENTS : Post graduate Degree in Public Administration/Human Resource Management or equivalent qualification coupled with a minimum of 8 years senior management experience in the corporate services environment PLUS the following key competencies: Knowledge of Proven experience in strategic planning and policy development, Understanding of DoE policies, functions, projects etc, Proven working experience in implementing policies and procedures in administration, financial management and project management, Sound working knowledge of corporate governance framework, Proven experience in monitoring adherence to legislation, regulations and standards, Knowledge of the Constitution of the Republic of South Africa, In-depth knowledge of the National Economic Development strategy and National Development Plan, Skills: Strategic capability and leadership, Management and organizational skills, Information technology, Creativity and innovation, Analytical, Numerical, Organizing and Co-ordination, Facilitation and implementation, Financial Management, Negotiation and Consultation, Problem solving and analysis, Change management, Policy development, Legal interpretation and implementation, Communication: Ability to communicate (both verbal and written) with executive management and all levels throughout the organization, Internal and external communication and liaison, Speech writing, Well-spoken and receptive to suggestions, Well-developed interpersonal relationships at all levels: Creativity, creative and innovative thinker, Logical and objective, High level of diplomacy. DUTIES: Provide strategic direction, guidance and oversight with regards to human resources management and development as well as provisioning of support and advisory services to the Department, Oversee the provisioning of strategic ICT management support and advisory services to the Department, Oversee the management of auxiliary and security support services to the Department, Oversee the provisioning of legal support and advisory services to the Ministry and the Department, Ensure effective and efficient representation of the Department in various committees and forums relevant to corporate support services

ENQUIRIES : Mr T Maqubela (012) 406 7688

POST 08/36 : DEPUTY DIRECTOR-GENERAL: CLEAN ENERGY

SALARY : R1 370 973 per annum, all-inclusive package (Level 15)

CENTRE : Pretoria

REQUIREMENTS : Post, Graduate Degree in Natural Science/Development Studies/Environmental Science or Civil/Chemical Engineering with a Minimum of 8 years’ experience in Senior Management within the Clean Energy environment PLUS the following key competencies: Knowledge of: Energy sector with specific reference to clean and renewable energy, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DoE policies, functions, projects, etc, Strategic planning, Government policies Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, Organizing and Coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis Strategic capability and leadership, Change Management. Thinking Demands: Creative/Innovative
thinker, Ability to analyze information, Logical, Objective, Accurate, and Diplomatic. **Personal Attributes**: Strong and independent leader, Innovative and Assertiveness, Commitment, Reliability, Ability to work under pressure, Communicate on all levels, Flexibility, Receptive to suggestions, Cooperative to suggestions, Cooperative, Good Communicator in various languages and to work in a team and independently.

**DUTIES**

Provide strategic direction, guidance and oversight with regard to Climate change and environmental issues as far as it pertains to the generation /refinement, transmission, Distribution and use of energy, Programmes to enhance/promote the generation and use of clean and renewable energy and Energy efficiency. Advise the Minister, Deputy Minister, Director-General and Management on clean and renewable energy, climate change and environmental issues as well as energy efficiency and related matters. Liaise and interact with stakeholders in the energy sector on clean and renewable energy, climate change and environmental issues as well as energy efficiency and related matters. Support the Minister, Deputy Minister, Director-General and Management on clean and renewable energy, climate change and environmental issues. Manage the Branch: Clean Energy

**ENQUIRIES**

Mr T Maqubela (012) 406 7668

**NOTE**

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subjected to the signing of performance of the performance agreement, employment contract and financial disclosure
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE F

CLOSING DATE : 09 March 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. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 08/37 : SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (SCM/2018/02-1P)

SALARY : R948 174 to R1 116 918 per annum (total annual cost to company)

CENTRE : Pretoria

REQUIREMENTS : A recognized B Degree or equivalent three year qualification (NQF level 7) as recognized by SAQA preferably in Logistics/Supply Chain Management/Finance. A minimum of eight years demonstrated experience in Supply Chain Management of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners. Strategic decision making skills. Service delivery innovation (Client orientation and customer focus) Contract management. Negotiation skills. Attention to detail. People Management and empowerment Change Management. Service Excellence. Problem solving analysis. Conflict management skills. High level communication (written and oral) and interpersonal skills. Programme and Project management skills. Respect. Emotional intelligence. Integrity. Excellent leadership and management skills. Demonstrable commitment. Effective computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of BAS and LOGIS and other information management systems.

DUTIES : The key outputs for this position include, but are not limited to: Manage the implementation of the Supply Chain Management strategy; Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice
and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Facilitate the procurement of goods and services for the GPAA: Develop and monitor the implementation of supply chain management policy and strategy. Manage the needs analysis and financial planning. Compile bids documents, receiving, registering and opening of proposals. Manage database of service providers. Manage the sourcing of suppliers and analysing quotations. Monitor SCM risks and performance. Monitor contracts and report on supplier’s performance. Manage logistics and assets in order to comply with PFMA and supply chain management regulations: Manage stock taking and account management. Manage the rendering of requisition, ordering, receipts and distribution of goods. Manage the rendering of the warehouse management services. Develop and implement asset disposal strategy and processes. Manage the contract management of externally provided services: Review standards and specific T & C’s with suppliers. Manage the creation of contracts (SLA’s). Manage contract pricing and products. Manage delivery against contracts. People management: Ensure the development and management of staff within the business unit. Implement and maintain a relevant management approach to support effective business results within the business unit. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the business unit. Ensure employment equity compliance. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

ENQUIRIES  
APPLICATIONS  
FOR ATTENTION  
NOTE  
POST 08/38  
SPECIALIST: STRATEGIC SUPPORT (REF: SP/SS/2018/02-1C)  

SALARY  
CENTRE  
REQUIREMENTS  
DUTIES  

R657 558 per annum (all-inclusive package) 12 months contract
Pretoria

The successful candidate will be responsible for the following functions and include, but not limited to: Develop and maintain strategy planning systems: Develop and implement the operational plan for the CEO’s office. Develop and implement effective programme business planning models. Develop and implement effective Business Unit operational plans. Align the
strategic plan framework to legislation. Develop policy gap analysis to reduce strategic risk. Facilitate processes on the identification of priorities to inform GPAA’s strategic plan: Develop and distribute reporting templates. Conduct needs analysis/facilitate workshops and use other tools to identify priorities. Develop gap analysis and diagnostic reports. Identify gaps from situational analysis. Utilize established best practice, processes and methodologies to leverage on previous experience, to evaluate business needs. Review and implement strategic planning framework. Analyse sector plans to ensure the alignment of GPAA to the Customer priorities and programmes: Identify risk factors associated with the GEPF & National Treasury SLA. Provide on-going advice for operational efficiency and effectiveness, and broader alignment to customer SLA’s. Review strategies and plans within the context of changing stakeholder demands, redirecting efforts as necessary, in lieu of customer strategies. Support GPAA with regard to the planning of processes: Develop a proposed high level programme plan in accordance with project objectives. Assist in developing the Annual Performance Plan. Implement Annual Performance Plan (APP): Comply with prescribed Presidency submission dates. Cascade the APP into the business: Tactical level, Operational level, Activity level, Individual performance plans.

ENQUIRIES: Ms Thenjiwe Gasa 012 319 1304
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria/or Private Bag X63, Arcadia, Pretoria, 0001.

NOTE: One Specialist: Strategic Support Position is currently available at the Government Pensions Administration Agency: Strategy and Policy Division. The purpose of the position is to support the office of the CEO by providing planning, implementing, execution and reporting services for the achievement of the goals of the GPAA. The post will be filled on a 12 month contract basis.

POST 08/39: PROVINCIAL ASSISTANT MANAGER: NORTH WEST REGIONAL OFFICE (Ref: PAM/NW/2018/01-1P)

SALARY: R334 545 per annum (basic salary) level 09
CENTRE: Mafikeng Office
REQUIREMENTS: A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of 4 years’ experience in customer service management which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying (Setswana). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of Project Management. Knowledge of the Retirement Fund Industry. Knowledge of PFMA. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Ability to communicate at all levels. Excellent leadership skills. Organising and coordination skills. Ability to build strong networking relationships. Ability to work in a team

DUTIES: The incumbent will be responsible for a wide variety of administrative and client service tasks which includes the following but not limited to: Supervise effective operations management within the provincial office. Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Generate and submit reports accurately and timely. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Effective supervision of provincial administrative processes and activities. Allocate daily activities. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Coordinate administrative support at outreach initiatives. Monitor risk and compliance within the provincial office. Coach and guide staff on compliance to all relevant regulatory, internal and external requirements. Implement a risk management plan and report on all risk according to required format. Provide
input into risk register. Analyze, interpret and implement departmental policies. Promote a corruption free environment. Supervise, interpret, implement and apply directives and policies applicable to the department. Physically ensure inspection and conduct office based auditing of procedures. Monitor compliance to audit findings. Provide administrative support in compliance to SHERQ regulations. Maintain relationships with all relevant stakeholders/customers to support service delivery in the province. Maintain partnerships with various internal and external stakeholders/customers in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/customers enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/customers enquiries and complaints. Ensure successful business transformation within provincial office. Assist the change champion in transformation and communicate, motivate and drive change initiatives within the office. Provide input and implement performance improvement initiatives. Ensure successful implementation of system and process enhancements, updates and amendments within the office. Implement and maintain internal control processes for the section. Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Section Management. Deal with queries and escalated issues in timely manner, achieving resolution. Manage the performance of direct reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage staff resources and productivity, minimising absenteeism. Compile work plans for the section achieving a consolidation of operational plans. Discipline staff in accordance with organisational codes and procedures so that improvement is shown. Facilitate communication through appropriate structures and systems. Monitor compliance to allocated budget, raising non-compliance identified with the manager.

ENQUIRIES FOR ATTENTION APPLICATIONS

Ms Mapule Mahlangu 012 399 2639 Ms Mapule Mahlangu – Recruitment

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

NOTE

One Provincial Assistant Manager Position is currently available at the Government Pensions Administration Agency: Client Services Section - North West Region. The Provincial Assistant Manager will coordinate the administration of the client services at provincial office. This position will be filled as a permanent position. The applications of individuals currently residing in North West may receive preference

POST 08/40

SECRETARY TO SENIOR MANAGER: CONTRIBUTIONS (SEC/CONTR/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. 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 manager. Records basic minutes for the meetings of the manager where required. Drafts minutes of the meetings of the manager where required. Undertakes the administrative and secretarial support 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.

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<thead>
<tr>
<th>ENQUIRIES</th>
<th>Ms Bongiwe Magidela – 012 399 2797</th>
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<tbody>
<tr>
<td>FOR ATTENTION</td>
<td>Ms Bongiwe Magidela – Recruitment</td>
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<tr>
<td>APPLICATIONS</td>
<td>Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001.</td>
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<tr>
<td>NOTE</td>
<td>One Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Contribution Management. This position will be filled permanently.</td>
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APPLICATIONS: Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: Monday, 12 March 2018 at 12h00

NOTE: Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates will be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

POST 08/41: PROJECT ADMINISTRATOR: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP): REF NO: 001/2018 (3 Year contract)

SALARY: R334,545.00 – R404,121.00 per annum Plus 37% in lieu of benefits (Level 9)

CENTRE: Pretoria

REQUIREMENTS: To be considered for this position, the applicant must have a relevant graduate diploma, degree or occupational qualification in administration, office management, project management or business administration. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS Power Point, Internet Explorer, MS Outlook, and MS Project. A minimum of 2 years relevant administrative and/or secretarial experience. Strong computer literacy and administration skills. Experience in English business writing skills and minute taking. Experience in management of logistics relating to meetings.

DUTIES: Setup new project templates, project codes and information, including ensuring that contracts are signed and filed. Relevant project cost trackers to be maintained with timesheet information and invoice details to track performance for each project. Relevant project data sheets compiled and saved for future reference. Assistance with the compilation of client invoices, including tracking of all disbursements for the relevant projects. Assist Project Managers with the preparation of presentations and any research of relevant documentation. Management of all Portfolio records and documents. Preparation of portfolio reports including development of portfolio dashboard. Provision of portfolio statistics. Implement and maintain version control procedures on all portfolio reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the PMU meetings. Performance Tracking and collation of performance reports. Provide Administrative support to MFIP: travel arrangements; manage all logistics associated with workshops, conferences; setting up of meetings through the timely distribution and confirmation of invitations and documents; bookings of suitable venues; organising of the necessary equipment & other event logistics. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations and spreadsheets. Attend all relevant project meetings. Development of annual work plans, input for strategy sessions and preparation of documentation. Collecting and verifying financial source documents. Prepare request for invoices. Project financial reconciliation. Updating project plans. Updating risks and issue logs and updating project status reports.

ENQUIRIES: Kaizer Malakoane (012) 315 5442

POST 08/42: PERSONAL ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME III (MFIP) REF NO: G002/2018 (3 Year contract)

SALARY: R281,418.00 – R331,497.00 per annum Plus 37% in lieu of benefits (Level 8)

CENTRE: Pretoria

REQUIREMENTS: To be considered for this position, the applicant must have a completed relevant 3 year (Diploma or Degree) qualification. Experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook. A minimum of 2 years relevant administrative...
and/or secretarial experience. Computer literacy and Administration skills. Experience in English business writing skills and minute taking. Experience in management of logistics relating to meetings. Experience in budget management and making travel arrangements. Project Management skills will be an added advantage.

**DUTIES**

It will be expected from the successful candidate to Create and manage filing system for manager. Ensure/Co-ordinate fast & efficient handling of all correspondence, meeting of deadlines for documents (determine priority and follow up). Assist manager with the preparation, proof-reading and quality control of documents emanating from the office. Perform procurement administrative functions for the Unit. Perform and ensure timely reconciliation of subsistence and travel claims for manager. Ensure that leave register are updated and submitted to HR on time. Prepare and draft memos on behalf of the manager. Prepare Power Point presentations for the manager. Handle confidential documents with utmost discretion. Collect data and information, and analyze it on request of manager. Collect and co-ordinate information for the manager as required. Remain abreast with the procedures and processes that apply in the office of the Chief Director: MFIP III. Maintain the Senior Managers’ diary and manage appointments. Manage the Units’ electronic document tracking system. Do all typing/word processing, faxing & photocopying for the Senior Manager. Arrange Meetings (conference rooms, documentation, parking, logistics, resources), and take minutes during meetings. Manage Travel Arrangements (including programs, logistics, security and transport for delegates from other government and international institutions as well as overseas trips). Answer and screen telephone calls. Acknowledge receipt of correspondence and process accordingly. Prepare, administer and monitor the Units’ budget at least on a monthly basis and report on it accurately on time. Perform provisioning administrative functions for the Unit and process all claims and invoices within 30 days of receipt. Remain abreast with the procedures and processes that apply in National Treasury and advice in terms of compliance. Prepare budget requirements and travelling for directors and ensure that they are included in the budget of the chief directorate(s). Confirm availability of funds to operate within budget limit. Coordinate telephone accounts and submit to the relevant parties on a monthly basis. Keep accurate records and reconcile stationary on a monthly basis.

**ENQUIRIES**

Kaizer Malakoane (012) 315 5442
APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 12 March 2018 Time: 12:00 Midday

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

MANAGEMENT ECHELON


Chief Directorate: Global Fund

(This is a re-advertisement of the post with reference number NDOH 65/2017 with closing date of 5 December 2017. Applicants who previously applied are encouraged to re-apply.)

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

CENTRE: Pretoria.

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

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

ENQUIRIES : Mr F D Demana at tel. (012) 395 8072

Directorate: Drug Resistance TB, TB and HIV

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

CENTRE REQUIREMENTS : Pretoria.

A Bachelor’s degree or equivalent NQF 7 qualification in Public Health. Five (5) years’ experience at a middle/senior managerial level in clinical management of TB and HIV. Knowledge of Public Health and management of TB and HIV co-infection. An understanding of South African Public Service, including applicable policies and legislation particularly medico-legal and ethical issues around the control and management of TB. Good communication (verbal and written), creative thinking, innovative, interpersonal, problem solving, negotiation, research, strategic planning, policy analysis, leadership, presentation, time management, group dynamics, facilitation, project management, planning, organising and computer skills (MS Office packages). A valid driver’s licence.

DUTIES : Enhance the performance of provinces on TB and HIV control and management. Visit provinces, districts, sub-districts and health facilities to support interventions aimed at addressing poor programme performance (including prevention strategies, detection and diagnosis, clinical management, infection control, reporting and recording, drug supply management laboratory diagnosis. Provide technical support to the controlling of TB and HIV in prison and mining industry. Conduct assessment of TB and HIV infections. Manage National Quarterly Programme Performance Reviews. Plan and prepare for national quarterly review meetings to be attended by national, provincial, district, sub-district and health facilities official and representatives of partner organisation. Support TB/HIV integration at health facility levels. Engage health facility managers to promote TB/HIV integration. Participate in Cluster, Branch and Departmental activities.

ENQUIRIES : Dr N Ndjeke at tel. (012) 395 8079/8913

OTHER POSTS

POST 08/45 : SENIOR LOGISTICS OFFICER: PAYMENTS (REFERENCE NUMBER NDOH 7/2018)
Chief Directorate: Supply Chain and Asset Management Directorate: Supply Chain Management.

SALARY : R 281 418 per annum (plus competitive benefits)

CENTRE REQUIREMENTS : Pretoria.

A B-Degree or National Diploma on NQF level 6 in Logistics Management / Accounting. At least three (3) years’ experience with authorizing payments on Logis on the level of Logistics Officer (level 7) or equivalent. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), LOGIS (PASI and PASII), Basic Accounting System journals and Supply Chain Management. Good communication (written and verbal), computer (MS Word and Excel) and problem solving skills. Ability to work independently and under pressure. Valid driver’s licence.

DUTIES : Processing of payments and printing of payments stubs. Investigate and report payments processed after 30 days. Collect, verify and authenticate information for financial statement inputs and other oversight bodies. Respond to audit enquiries and request for information. Management of risk and oversee the work of subordinates. Address concerns and complaints from staff. Compile and approve journals on BAS before month end closing date. Print petty cash vouchers.

ENQUIRIES : Ms M Moraba on tel no: 012 395-8998

POST 08/46 : SURVEILLANCE OFFICER: ACUTE FLACCID PARALYSIS (AFP) (REFERENCE NUMBER NDOH 8/2018)
Chief Directorate: Child, Youth and School Health. Directorate: Child and Youth Health,
This is a re-advertisement. Applicants who previously applied need to re-apply.

**SALARY** : R 281 418 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : A Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least two (2) years’ experience in surveillance and database management. Knowledge of EPI conditions (goals, objectives and criteria) with emphasis on Polio/Acute Flaccid Paralysis (AFP), Neonatal Tetanus (NNT) and Measles as well as other vaccine preventable diseases. Knowledge of surveillance principles and specific aspects regarding Measles and Acute Flaccid Paralysis (AFP) and information management (collection, collation, capturing, analysis and reporting). Good computer skills (MS Word, Excel, basic database, Access, PowerPoint and electronic communication), planning, communication (written and verbal) and organisational skills. Must be prepared to travel and work irregular hours. Valid driver’s licence.  
**DUTIES** : Co-ordinate and support Acute Flaccid Paralysis (AFP) and Neonatal Tetanus (NNT) surveillance in provinces. Prepare documentation for the National Polio Expect Committee (NPEC) and taking of minutes. Support sensitisation of health workers in provinces on Measles surveillance on request. Manage the AFP database (collection, collation, analysis and preparing reports on AFP and NNT). Document data collection and reporting. Manage risk and audit queries.  
**ENQUERIES** : Dr NR Dlamini at tel (012) 395-9660  
**POST 08/47** : SENIOR ACQUISITION OFFICER (REF NUMBER: NDOH 9/2018)  
Chief Directorate: Supply Chain Management Directorate: Supply Chain Management.  
**SALARY** : R 281 418 per annum (plus competitive benefits)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : National Diploma or equivalent qualification on NQF level 6 in Supply Chain Management / Accounting. At least two (2) years’ experience in Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Good communication (written and verbal), computer (MS Word and Excel), interpersonal, problem solving and supervisory skills. Ability to work independently, with a team and under pressure. Valid driver’s licence.  
**DUTIES** : Prepare bid documents and administer closing of bids. Ensure availability of evidence that all bids received are listed during bid pre-screening and the list of bidders is published on the NDOH website. Administer bid publications. Assist in the compilation of bid documentation and assist bidders with access to the bid document. Coordinate bid specifications and evaluation committees. Assist the secretariat to the bid specification and evaluation committees. Administer bid awards regrets. Assist in the preparation of bid appointment and regrets letters. Attend queries from internal customers with regards to the bid outcome.  
**NOTE** : Coloured, Indians and disabled applicants are encouraged to apply.  
**ENQUIRIES** : Mr SD Dlamini on tel no: 012 395-8930
**ANNEXURE I**

**HIGHER EDUCATION AND TRAINING**

**APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number To: The Director-General, Department Of Higher Education And Training, Private Bag X 174, Pretoria, 0001 Or Hand Deliver To: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

**CLOSING DATE** : 9 March 2018 Closing Time 16H00

**NOTE** : Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). it is the applicant’s responsibility to have foreign qualifications evaluated by the south African qualification authority (saga) and the evaluation certificate from saga must be attached. failure to sign z83 and submit the requested documents will result in your application not being considered. candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. as of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. correspondence will only be entered into with shortlisted applicants. if you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Note: all shortlisted candidates for sms posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

**MANAGEMENT ECHELON**

**POST 08/48** : HEAD: SPECIAL PROJECTS (CHIEF DIRECTOR LEVEL) (REF NO: DHET 01/02/2018)

Contract Post (From Date Of Appointment To March 2022 Although Provision Can Be Made For Annual Contracts Over This Period).

Branch: Skills Development

Directorate: National Skills Authority (Nsa)

**SALARY** : R1 127 334 per annum (All-Inclusive Remuneration Package) (Level 14)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) in human resources, project management, and/or education and training. A post-graduate qualification or extensive experience in the delivery of artisan training will be deemed an advantage. The person should have a minimum of 5-10 years’ work experience in a relevant skills development context with demonstrable experience of project leadership / management at a very senior level. Experience of working in the public sector or in one of the agencies at a Senior Management level for at least five years is required, and experience of having worked in the Department of Higher Education and Training (DHET) or one of its agencies will give a decided advantage. Extensive knowledge and direct, relevant experience of managing artisan training is essential. Knowledge of the new occupational qualifications of the Quality Council for Trades and Occupations (QCTO) is also required. Extensive knowledge and/or direct experience of work in one or more of the Sector Education and Training Authorities and/or Technical and Vocational Education and Training Colleges will be an added advantage. Familiarity with the basic funding flows associated with the skills levy is required and some knowledge of the processes followed for fiscal allocations to colleges will be an advantage. Knowledge of the Centres of Specialisation programme will be deemed a strong advantage. Experience of working with stakeholders in both the public and private sector in an organizational capacity is essential. Competence in the use of Microsoft Word and Excel is necessary and competence in the use of Microsoft Project or an equivalent project management package is highly desirable. A valid driver’s license and willingness to travel. Will be required to have/secure their own car.

**DUTIES** : Manage the two projects outlined above based on existing contracts, agreements and plans already in place, although room for adaptation and improvement will always exist; Serve the National Oversight Structure responsible for steering the Centres of Specialisation Programme as well as the Executive Committee co-chaired by the Deputy Directors-General for TVET and...
Skills Branches. Manage the work of a range of service providers contracted to the SPU for a range of specified tasks, including Occupational Team Conveners drawn from industry for each of the priority trades, a service provider appointed to develop a new funding model for occupational programmes and a project management service provider contracted through the Government Technical Advisory Centre (GTAC) to assist with the project management of the COS programme; Oversee the development of policy prescripts for the rollout of artisan occupational programmes under the COS programme in partnership with all relevant DHET Branch partners and the QCTO; Collaborate with officials establishing the South African Institute for Vocational and Continuing Education and Training (SAIVCET) and the Post School Education and Training Planning Unit and explore longer term alignment opportunities; Oversee the continued support rollout to KZN of the 21 STEP PROCESS and furthermore oversee its rollout to further provinces as required; and Plan and implement a model for the sustainability of the work beyond March 2022.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/49 : EXECUTIVE OFFICER: NATIONAL SKILLS AUTHORITY (CHIEF DIRECTOR LEVEL) (REF NO: DHET 02/02/2018)

SALARY : R1 127 334 per annum (All-Inclusive Remuneration Package) (Level 14) (This is a re-advert, candidates who previously applied are encouraged to re-apply. This post is not a contract post)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7), or equivalent qualification. Postgraduate Degree (NQF level 8) will be added advantage. This must be supported by experience in Skills Development Sector or related training environment. Minimum of 5 to 10 years proven experience at Senior Management level. The candidate must have appropriate management or leadership experience. Knowledge and Skills: Departmental policies and procedures, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial management and budgeting, Governance, Project Management, Research and Policy development, Knowledge and people management and Strategic planning Good interpersonal, strategic leadership, stakeholder management and communication skills, financial and human resources management skills and experience, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, change and diversity management. A valid driver’s license and willingness to travel.

DUTIES : The successful candidate will be reporting to the Deputy Director-General and will be responsible to provide leadership, management and technical support to the National Skills Authority (NSA); Plan and develop policies and strategic objectives of the NSA; Promote strategic alignment of skills development policies; Develop and maintain a professional standard in all communications and services to the public, ensure compliance with legislation and regulatory bodies; Report timely to the NSA, Minister and to the Stakeholders. Maintain Skills Development operations within the NSA and the links between the NSA; Maintain an up to date understanding of the NSA operates; Stimulate the NSA to commission research into areas where understanding is insufficient to provide evidence-based advice; Provide support to the NSA and conduct investigations; Oversee program, projects and service delivery; Monitor that the day-to-day operations of the organisation are effectively coordinated and implemented within the framework, Implement stringent project management processes, Develop and manage marketing strategies for promoting all projects and services. Manage the resources (financial and human). Develop performance agreements and assessment for the officials within the Unit. Implement action plans to ensure achievement of output targeted, monitor performance of staff regularly, advice, coach and mentor employees in order to improve their performance. Manage budget and risks for the unit. Recommend NSA approved yearly budget to the DG and Minister for approval. Monitor and evaluate risks strategies. Implement appropriate risk awareness campaigns. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over and under expenditure.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/50: CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION (REF NO: DHET 03/02/2018) NATIONAL SKILLS FUND

SALARY: R1 127 334 per annum (All-inclusive remuneration package) (Level 14) (This is a re-advert, candidates who previously applied are encouraged to re-apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in a relevant field, coupled which at least 5 to 10 years senior management working experience in managing organisations of a national scale in the private or public sector. A relevant post-graduate qualification would be a distinct advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to excellent project management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client oriented, customer focused and be able to perform in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills and valid driver’s license are requirements. Candidate must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time – frames.

DUTIES: Head the NSF’s core function area of skills development implementation consisting of eight directorates with an estimated staff compliment of +/- 70 permanent employees and +/- 40 interns; which may also be located in the regions across the country; Initiate skills development programmes and projects timeously that are strategically aligned and in compliance with policies and procedures; Manage financial and performance information reporting on skills development programmes and projects nationally and across the regions to ensure it is performed timely and accurately; Evaluate the output, outcome and impact of skills development programs and projects; Stakeholder engagement and report writing; Problem solving; Develop programme/project management frameworks; standardized approaches and methodologies; policies and procedures related to the implementation of skills development programmes and projects; Perform strategic planning; Develop and report on performance indicators; Manage the resources of the Chief Directorate; and Participate as an active member of the NSF executive team.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/51: CHIEF DIRECTOR (REF NO: DHET 04/02/2018)
Office of the Chief Financial Officer (CFO)
Chief Directorate: Supply Chain Management

SALARY: R 1 127 334 per annum (All-Inclusive Remuneration Package) (Level 14)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent recognised qualification in Supply Chain Management/Financial Accounting, alongside an employment record comprising at least 5 to 10 years senior management experience. Prior tenure within a Supply Chain Management environment coupled with a keen sense and understanding of the relevant Government procurement legislation and concomitant processes and procedures will prove advantageous to securing an interview. In addition the following attributes are also desirable: An in-depth knowledge of the Framework for Supply Chain Management in terms of the Preferential Procurement Policy Framework Act, Public Finance Management Act, relevant Treasury Regulations, as well as the Public Service Act and relevant regulations and legislation coupled with an understanding of the business of the Department of Higher Education and Training. A proven track record within a service delivery and customer focused environment, a willingness to adapt to formal work schedules and prepared to travel as and when required to do so. The ideal candidate should possess astute senior management, programme and project management skills, sound analytical and problem identification and solving skills, numeracy proficiency, diplomacy, solid interpersonal and decision-making, motivational and negotiation, alongside accomplished verbal communication and report writing skills. Adept computer literacy and knowledge of Government Transversal Systems. Possess
high ethical standards and an ability to conduct actions with integrity and in a fair and reasonable manner, the ability to inculcate mutual trust and respect, innovative thinking, creativity and solution orientated acumen. The ability to perform functions and take decisions independently and without instruction, hard-working and dedicated and highly motivated. The ability to work effectively and efficiently under sustained pressure and meeting tight deadlines while delivering desired results. A valid driver’s licence

**DUTIES**

The successful candidate will be required to oversee the implementation of Departmental supply chain and asset management portfolios and systems in conjunction with proactive and relevant policy development and oversight of requisite delegations and control measures required and applied within ambit of the guiding legislative discourse. The incumbent will furthermore manage and guide all Departmental bid specification, evaluation and adjudication processes/structures, while enhancing and improving the ongoing development, maintenance and oversight of Departmental supply chain management procedures which include, but are not limited to demand, acquisition, logistical, disposal, performance and risk management oversight functions. In addition, the successful candidate will be required to intermittently provide informed council and guidance on all pertinent Supply Chain Management processes to the Ministry, Offices of the Director-General and Chief Financial Officer as well as Branches of the Department and its sub-structures, Regional Offices. In addition the successful candidate will also be required to: Assess supply chain performance on an intermittent basis; Control and manage budget planning and monitoring, expenditure control, cash-flow management and spending trends linked to supply chain management; Investigate any allegation of corruption, improper conduct or failure to comply with the supply chain management systems; Facilitate and promote the deployment and development of personnel within respective functional areas, as well as bolster and improve institutional capacity; Perform fiduciary functions, including reporting to the Accounting Officer and Chief Financial Officer on supply chain management-related matters and any breach or failure in compliance with any aspect of the system to the relevant authority; Analyse and interpret legislative and good governance imperatives with a view to developing sound Supply Chain Management policies and practices; Provide provincially focused financial asset and liability services to the Department; Participate in the preparation of Annual Financial Statements and manage all relevant audit related matters; Manage, maintain and oversee requisite Service Level Agreements with service providers and other agencies of the Department, where apparent; Ensure the effective, efficient and economical management and utilisation of resources allocated to the Chief Directorate.

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/52**

Chief Directorate (REF NO: DHET 05/02/2018)
Branch: Technical and Vocational Education and Training (TvET)
Chief Directorate: Financial Planning and Management

**SALARY CENTRE**

R1 127 334 per annum (All-inclusive remuneration package) (Level 14)
Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/advanced National Diploma (NQF level 7) or equivalent qualification in Accounting Science / Financial Management / or Public Finance Management. An Honours Bachelor’s degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years’ experience in the post-school education and training sector. Minimum of 5 to 10 years proven experience at Senior Management level. Registration as a Chartered Accountant (CA) with the South African Institute of Certified Accountants (SAICA) or South African Institute of Professional Accountants (SAIPA) will be an added advantage. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment, Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver’s license.

**DUTIES**

The scope of the Chief Director’s work will include but not be limited to: Providing leadership to the Directorates: Institutional Funding (CFF) and Budget Planning and Management (CFB) within the Technical and Vocational Education and Training (TVET) Branch in the execution of their functions in compliance with applicable legislation, regulations and Departmental prescripts; Management of the financial functions within the TVET branch to ensure sound
financial management, oversight, formulation of governance frameworks and policies and ensuring accurate reporting within the organization; Planning and monitoring of the equitable distribution of funding to increase access to a variety of programmes in TVET Colleges; Monitoring the financial management and performance of the TVET Colleges; Development of governance frameworks for the TVET Colleges; Business Management Systems (BMS) for the TVET College financial reporting and uploading into the DHET Management Information System (MIS); Development and maintenance/review of norms and standards for funding the TVET Colleges; Development and maintenance of a costing model for the TVET qualifications and part-qualifications; Timeous distribution of accurate budget allocations to TVET Colleges; Provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; Assist the TVET Branch to manage external and internal audits, including the formulation of responses to audit findings, designing and implementation of audit action plans and strengthening of internal controls; Management and oversight of the TVET Branch budgets including cash flow and expenditure monitoring; Preparation and consolidation of National Treasury Bids on behalf of the TVET Branch and interaction with the Office of the Chief Financial Officer (CFO); and serving member in various committees as nominated by the Deputy Director-General as and when required.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/53: DIRECTOR (REF NO: DHET 06/02/2018)
Directorate: Budget Planning and Management

SALARY CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in any of the following specializations: Accounting Science, Financial Management, or Public Finance Management. The qualification should be coupled with at least 5 to 10 years' work experience in the Post-School Education and Training (PSET) sector. At least 5 years' experience at middle management level. Knowledge of the PSET legislative frameworks, policies and regulations. Experience in dashboard reporting and analysis of results. Extensive experience in development and implementation of costing models. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license.

DUTIES: The scope of the Director's work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Analysis and reporting on the audited Annual Financial Statements of TVET Colleges; Reporting on the level of functionality of financial management systems in TVET Colleges; Research and analysis of emerging issues to inform the development and review of funding including adequacy and pro-poor funding models. Development and maintenance of a costing model for funding TVET Colleges. Coordinate the submission of Estimates of National Expenditure (ENE) inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the Chief Financial Officer (CFO). Overview of design and updated costing models, monitoring of improved reporting through refinement of Standard Chart of Accounts. Overview and Monitoring of TVET Colleges as well as National Dashboard reports. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/54: DIRECTOR (REF NO: DHET 07/02/2018)
Directorate: tvet Institutional Funding

SALARY CENTRE: Pretoria

R948 174 per annum (All-inclusive remuneration package) (Level 13)
REQUIREMENTS: An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting/Economics. An Honours Bachelor’s degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years’ experience in the post-school education and training sector, of which at least 5 years’ experience at middle management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver’s license.

DUTIES: The scope of the Director’s work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Technical and Vocational Education and Training (TVET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in TVET Colleges; development and maintenance/review of norms and standards for funding the TVET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for TVET Colleges; provide support and advice to the Branch and TVET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for TVET Colleges; monitor compliance with the implementation of the funding policies for TVET Colleges; manage the advocacy of the funding policies for TVET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/55: PRINCIPAL (REF NO: DHET 08/10/2017)
This Post Is Based In a Tvet College
Branch: Technical and Vocational Education and Training Colleges

SALARY: R948 174 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Ikhala Tvet College

REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post-graduate Degree (NQF level 8) qualification will be an added advantage. Experience in the Post School Education and Training sector will be an added advantage. 5-10 years’ work experience in the TVET or education sector with a minimum of 5 years at a middle management level. Must have relevant work experience in the Training and Development or related environment. Extensive experience in any or all of the following general management spheres: College/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET College sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Knowledge of and/or experience of the private sector/industry will be an added advantage. A valid driver’s license and willingness to travel.

DUTIES: To drive the efficient and effective implementation of College governance frameworks and systems and functioning of governance structures, including the College Council and the
To build and foster an effective management team that plans and executes the College mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the College by establishing and monitoring College financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and development and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student and lecturer placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead College infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/56: DIRECTOR (REF NO: DHET 09/02/2018)
Branch: Community Education and Training
Chief Directorate: Education Training Development and Assessment
Directorate: Cet Monitoring And Evaluation

SALARY: R948 174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). Due to the professional nature of the job, an appropriate (NQF level 8) will be a distinct advantage. A Degree in monitoring and evaluation, information management and/or statistics will be an added advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 to 10 years’ work experience in monitoring and evaluation, performance management in an education or related environment. Experience in developing, managing, monitoring and evaluation systems and data. Highly developed research, data analysis and information management skills. Advanced level of computer literacy (especially regards using MS Office: Word, Excel, Access, PowerPoint and Outlook). Financial management skills and knowledge of PFMA and Treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision-making skills. Must have sound interpersonal relations and conflict management skills. Must be in a possession of a valid driver’s licence and willingness to travel.

DUTIES: Ensure monitoring and evaluation framework and applicable tools are developed and implemented. Ensure efficient monitoring and evaluation systems are implemented in CET colleges. Put systems in place to conduct whole college evaluations. Manage, support and monitor planning and policies in the CET sub-system. Manage and coordinate processes of performance and annual reporting. NOTE: All short-listed candidates will be required to undertake writing/practical/presentation exercises.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/57: DIRECTOR (REF NO: DHET 10/02/2018)
Directorate: Cet Institutional Funding

SALARY: R948 174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting/Economics/Social Policy. An Honours Bachelor’s degree will be an
added advantage. The qualification should be coupled with at least 5 to 10 years’ experience in the post-school education and training sector, of which at least 5 years at middle management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the CET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver’s license.

**DUTIES**

The scope of the Director’s work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Community Education and Training (CET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in CET Colleges; development and maintenance/review of norms and standards for funding the CET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for CET Colleges; provide support and advice to the Branch and CET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for CET Colleges; monitor compliance with the implementation of the funding policies for CET Colleges; manage the advocacy of the funding policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/58**

**DIRECTOR (REF NO: DHET 11/02/2018)**

Directorate: Programmes, Curriculum Development and Assessment

**SALARY**

R948 174 per annum (All-inclusive remuneration package) (Level 13)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) in Education and Training, Curriculum Studies and/or Assessment Studies. A post-graduate degree/qualification will be an added advantage. The qualification should be coupled with at least no less than 5 to 10 years’ experience in the post-school education and training sector, of which at least 5 years’ experience at middle management level. This is a senior management position that requires a dynamic individual with knowledge of the Community Education and Training landscape, particularly its legislative frameworks, policies and regulations on teaching, learning and assessment. The candidate must have proven curriculum and assessment capabilities. Further requirements are good project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. A valid driver’s license.

**DUTIES**

The scope of the Director’s work will include: Providing strategic leadership for the development and maintenance of a range of responsive education, training and development programmes for CET Colleges. Co-ordinate the development of curriculum policy statements, subject guidelines and assessment guidelines for CET. Managing the delivery of the curriculum and administration of appropriate assessment regimes to support education, training and development. Developing and monitoring the implementation of national curriculum, assessment, exams and quality assurance policies and legislation. Developing and maintaining a nationally approved catalogue for student learning and teaching materials. Serving as a link between the CET Branch and the NQF structures such as the SAQA, Umalusi, QCTO and the HEQC of the CHE to ensure that CET colleges, where applicable, offer registered/accredited qualifications. Ensuring the establishment of functional academic boards.

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual
performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotos 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/59 : DIRECTOR (REF NO: DHET 12/02/2018)
Branch: Policy, Planning and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE : Pretoria
REQUIREMENTS : R948 174 per annum (All-inclusive remuneration package) (Level 13)

DUTIES : Coordinate research and evaluation on Post-School Education and Training, in the Department, Provide support on policy development and implementation, in the Department, Manage key research projects on Post-School Education and Training. Prepare guides, standards, tools, protocols and templates to coordinate research and support policy development and implementation in the Department. Undertake capacity building on research and policy-related matters. Facilitate integrated and strategic policy formulation processes to ensure policy coherence across the Department. Undertake any other activities to promote research coordination and to support policy development and implementation in the Department.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotos 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/60 : DIRECTOR (REF NO: DHET 13/02/2018)
Branch: University Education
Chief Directorate: Institutional Governance and Management Support
Directorate: Governance Support

SALARY CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in a relevant field coupled with at least 5-10 years relevant management experience. A Post-Graduate degree in Education or a relevant Social Science discipline will be an added advantage. At least 5 to 10 years of experience in writing research and/or evaluation reports in areas pertaining to Post-School Education and Training. At least five years of experience in policy development and/or policy analysis, in the field of Post-School Education and Training. At least five years of experience in managing large-scale research and/or evaluation projects and High-level report writing, computer and verbal skills. A valid driver’s licence.

DUTIES : The scope of the Director’s work will include but not be limited to: Providing governance support to Councils, Boards and other governance structures in public higher education institutions, institutes and relevant public entities; Co-ordinating the reviewing and promulgation of statutes of universities; Co-ordinating and supporting the appointment of Ministerial Appointees to Councils and Boards of institutes and public entities; Developing, implementing and monitoring governance reporting requirements of higher education institutions; Providing governance support for the establishment of new institutions as required; Developing and monitoring institutional and system-wide performance indicators for good governance of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, institutional forums and Boards and Co-ordinating and supporting all aspects related to the appointment of independent assessors and administrators to higher education institutions, institutes and relevant public entities;
NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/61 : DIRECTOR (REF NO: DHET 14/02/2018)
Directorate: Student Support and Sector Liaison

SALARY CENTRE REQUIREMENTS : R948 174 per annum (All-inclusive remuneration package) (Level 13) Pretoria

NOTE : A minimum requirement is a Bachelor’s degree or equivalent qualification in Education, Psychology or another relevant field of study. A Post-graduate qualification will be a distinct advantage. A minimum of 5-10 years’ relevant experience within the higher education or related sector and relevant management experience. Experience of working with students within a higher educational context would be an added advantage. An appointable candidate will have excellent problem solving and analytic skills; people management and empowerment skills; programme and project management skills; change management skills; conflict resolution and negotiation skills; and be able to communicate well across diverse communities building relationships and understanding. The candidate must be able to anticipate and provide guidance and leadership on conflicts and complaints in a practical and constructive manner in order to achieve results. Excellent written and verbal communication as well as computer skills, specifically across the Microsoft Office Suite, are requirements. A valid driver’s licence.

DUTIES : The incumbent’s duties will include, but not be limited to: Monitoring the provision of student housing, financial support though the National Student Financial Aid Scheme (NSFAS) and student support services; monitoring the registration processes at institutions; working with higher education institutions to develop policies to improve student support services; developing and implementing student leadership capacity initiatives; monitoring SRC elections at higher education institutions; facilitating the participation of the student leadership in higher education policy formulation processes and Departmental programmes; managing complaints and grievances related to higher education institutions and entities; managing stakeholder relations and ensuring efficient and effective communication strategies. The appropriate candidate will be expected to manage and strategically lead a team of diverse individuals to effectively carry out the work of the Directorate, and ensure that the work is managed within budget and in accordance with the PFMA, other legislation and guidelines.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/62 : DIRECTOR (REF NO: DHET 16/02/2018)
Directorate: Human Resource Management and Administration

SALARY CENTRE REQUIREMENTS : R948 174 per annum (All-inclusive remuneration package) (Level 13) Pretoria


DUTIES : Manage the development of HR strategy and policies in line with National Skills Fund objectives and oversee its implementation and engage with stakeholders. Manage and monitor the
implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping, Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Oversee the implementation of diversity management programmes. Manage the development and revision of HR strategic plan, performance and operational plan. Ensure the development of HR policies, procedures and systems for HR Operations, Human Resources Development, Talent Management, Employment Equity and Social inclusion. Oversee the development of organisational structure, maintenance of job profiles and the execution of job evaluation. Manage and motor the effective implementation of Performance Management Development Systems (PMDS) in the Department. Manage and promotion of employee health and wellness initiatives and manage the implementation of gender mainstreaming. Promote the organisational awareness, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture). Oversee the management of recruitment and selection.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/63: DIRECTOR (REF NO: DHET 18/02/2018)
Branch: Policy, Planning and Strategy
Directorate: National Qualifications Framework

REQUIREMENTS:
An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Human Resource Management. An Honours Bachelor’s degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years’ experience in a Post-School Education and Training environment, of which at least 5 years’ experience at middle management level. Sound Knowledge of the National Qualification Framework Act, South African Qualifications Authority, Council for Higher Education (CHE), the Quality Council for Trades and Occupations (QCTO) and for the Quality for Council for General and Further Education and Training (Umalusi). Knowledge of Public Finance Management Act and National Skills Development Act. Good Strategic capability and Leadership skills. Change Management and Project Management skills. People Management and Empowerment skills. Stakeholder Management and good verbal and written Communication skills. Good Computer skills are a requirement. A valid Driver's licence and willingness to travel.

DUTIES:
Manage the NQF Directorate to fulfil its mandate, which is to coordinate the Department of Higher Education and Training (DHET) responsibilities in terms of NQF Act. Monitor and support the actions needed to implement the statutory functions assigned to DHET, the SAQA and the three Quality Councils (QCs). Produce annual monitoring and evaluation report on the performance against the Annual Performance Plan (APPs) of SAQA, the Quality Council for CHE, the QCTO and the Umalusi. Oversee the development of the Minister's Annual Policy Guideline for SAQA and the three QCs. Initiates discussions with and provide correct advice to legal services and research directorates in terms of the NQF and bodies responsible for the implementation of NQF and the sub-frameworks of the NQF (SAQA; CHE; QCTO and Umalusi). Manage the directorate to ensure achievement of the deliverables set out in DHET’s Strategic Plan and APP, including the provision and support for efficient knowledge, information and administration record keeping. Provide leadership in NQF-related knowledge, information and policy directions within DHET and to external stakeholders including representing the DHET in committees. Provide correct and empirically-based quarterly monitoring reports about SAQA’s performance against their APPs, to the Chief Financial Officer. Provide an enabling environment for work and learning, coaching and monitoring for NQF Directorate staff. Provide the secretariat services to the inter-departmental NQF Steering Committee.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
PROJECT MANAGER (DIRECTOR LEVEL) STAKEHOLDER MANAGEMENT (REF NO: DHET 41/02/2018)

Branch: TVET Colleges
Chief Directorate: Programmes and Curriculum Innovation
South African Institute of Vocational and Continuing Education and Training

SALARY : R948 174 per annum (All-inclusive remuneration package) (Level 13) (This is a contract position until end March 2021)

CENTRE REQUIREMENTS : Pretoria

An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage. Minimum of 5-10 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in the TVET Sector; Extensive knowledge of college qualifications and curricula is essential; Experience in managing resources; Understanding of the role of industry in the development of TVET qualifications; Experience in managing stakeholder relationships; Marketing experience will be an advantage; Experience in CRM systems will also be an advantage; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion; transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy; A valid driver’s license and willingness to travel.

DUTIES : Develop structural mechanisms for stakeholder engagement between the DHET TVET, Skills and CET branch and Industry; Actively seek and promote industry partnerships between the DHET and Colleges; Develop marketing material on the programmes offered at TVET Colleges, Define value proposition for stakeholders to engage with colleges; Develop / set-up a Customer relations management system to manage stakeholder information. Set-up customer/stakeholder satisfaction surveys around the quality and relevance of qualifications, Develop monitoring and evaluation mechanisms to get continued feedback from stakeholders; Manage and support international partnerships.

NOTE : All shortlisted candidates will be required to perform a written task as part of the interview.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

PROJECT MANAGER (DIRECTOR LEVEL) PROGRAMME PLANNING AND RESEARCH (REF NO: DHET 42/02/2018)

SALARY : R948 174 per annum (All-inclusive remuneration package) (Level 13) (This is a contract position until end March 2021)

CENTRE REQUIREMENTS : Pretoria

An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage. Minimum of 5-10 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work appropriate experience. Extensive knowledge of TVET college qualifications and curricula is essential, Experience in programme planning, locally, provincially and nationally, Experience in the management of resources, Understanding of labour market research, Experience in implementation of research projects, Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership, think conceptually, manage people and work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver’s license and willingness to travel.

DUTIES : Oversee the development of frameworks and systems for the programme planning processes in colleges, Oversee provincial planning units in partnership with SIP engagement with Premiers offices which shall signal the demand side, Develop short, medium and long terms plans for programmes in line with economic departments and the premiers office in provinces, Oversee the alignment of College programmes to broader departmental policies and strategies. Develop mechanisms to identify and highlight potential areas of specialisation in College programmes; Develop a programme and process for College differentiation. Develop and manage structures to ensure that planning process is in line with the DHET annual planning process, Manage the review of programmes to ensure clear links and suitability for employability. Make recommendations that College programmes are phased in or out based on economic demand in the province, Oversee the analysis of statistical information on a monthly basis with regard to supply and demand information received from the provinces and national sources, Engage with the SETAS Sector Skills Planning process stakeholders on skills forecasting, Engage with
Labour Market Intelligence processes and extract best practice models for skills requirements and forecasting, Engage with Special Integrated Project processes and work with them in the different provinces on skills requirements in their respective provinces. Engage on a regular basis with colleges on ideal planning mechanisms and Engage with Department of Basic Education to align qualifications in the TVET arena.

NOTE
ENQUIRIES
POST 08/66
PROJECT MANAGER (DIRECTOR LEVEL) CURRICULUM AND SYLLABI DEVELOPMENT
(REF NO: DHET 43/02/2018)

SA拉RY
CENTRE
REQUIREMENTS

POST 08/67
DEPUTY DIRECTOR: LEARNING PROGRAMMES (REF NO: DHET 15/02/2018)
Branch: Skills Development
Directorate: Seta Support and Learnerships

SA拉ARY
CENTRE
REQUIREMENTS

NOTE
ENQUIRIES
DUTIES:
To facilitate and manage the development and publication of policy guidelines, procedures and regulations regarding skills development specifically in terms of learning programmes and the Organising Framework for Occupations (OFO). Responsible for managing and maintaining the registration of Learnerships/learning programmes. To facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. To provide support to SETAs in terms of implementation of learning programmes. To manage learning programmes systems. To ensure advocacy of all learning programmes. To manage and support the QCTO in developing and implementing certification policies and procedures. To manage skills development enquiries from the general public and presidential queries. Participate in Career Advise services of the DHET with SAQA. To build capacity of all SETAs for learning programmes implementation. Support the development of Sector Skills Plans in relation to Strategic Planning alignment. OFO Updated, maintained and disseminated. Organise and chair OFO task team meetings. SSP skills demands aggregated to identify priority programmes and occupations. Support SETAs to meet legislative requirements through Support Plans.

ENQUIRIES:
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

OTHER POSTS

POST 08/68:
DEPUTY DIRECTOR: LECTURER DEVELOPMENT AND SUPPORT (REF NO: DHET 19/02/2018)
Branch: Community Education and Training
Directorate: Cet College Lecturer Development And Support

SALARY:
R779 295 per annum (All-inclusive remuneration package) (Level 12)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post-graduate degree/qualification will be an added advantage. Five (5) years’ work experience in lecturer development and support. At least 5 years management experience. A sound and thorough knowledge of policies and strategies relating to lecturer development and support in the Post School Education and Training sector. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook). A valid driver’s license. An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa.

DUTIES:
Provide operational leadership on lecturer development and support. Develop legislation, policies and strategies for Continuing Professional Development in CET Colleges. Manage and Coordinate national interventions on lecturer development and support. Investigate and develop incentive schemes for lecturer development and retention. Develop appropriate databases for lecturer qualification and placement profiles in the CET College sector. Establish appropriate mechanisms for monitoring and evaluating lecturer development and support policies and strategies. Link and co-ordinate with relevant role-players and stakeholders for ensuring coherent lecturer development and support within the CET College sector. Participate in relevant structures and processes dealing with lecturer development and support issues at a national level.

ENQUIRIES:
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/69:
DEPUTY DIRECTOR: TVET BUDGET ANALYSIS, MONITORING AND REPORTING (REF NO: DHET 21/02/2018)
Branch: Technical and Vocational Education and Training (Tvet)
Directorate: Tvet Institutional Funding

SALARY:
R779 295 per annum (All-inclusive remuneration package) (Level 12)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting. The qualification should be coupled with at least 5 years work experience in the education and training sector with 5 years at supervisory level. Knowledge of the PSET legislative requirements, policies and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in development and implementation of costing models. Advanced Excel (Proficient in Microsoft office products) Excellent project management and communication skills, including analytical capability and report writing; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; a valid driver’s license.

DUTIES:
The scope of the Deputy Director’s work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds
to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. For efficient budget management, working together with the Deputy Director: Research Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure and serving member in various committees as nominated by the Deputy Director-General as and when required.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/71 : DEPUTY DIRECTOR: RESEARCH SUPPORT AND POLICY DEVELOPMENT (REF NO: DHET 22/02/2018)
Directorate: University Research Support and Policy Development

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree in a relevant field coupled with at least 5 years’ relevant experience in the higher education sector with strong project management experience and policy analysis skills. A post-graduate qualification will be a distinct advantage. The position requires a person with good knowledge of the South African higher education sector and policy environment and relevant experience in the development and implementation of higher education policies. Knowledge of local and international trends in higher education and higher education policy in particular is required. Strong administrative and operational management competencies are required. The successful candidate will have high level computer skills and experience in working with large databases. The position requires excellent analytical skills; project management; and writing and communication skills. The candidate must be prepared to work odd hours and to travel from time to time.

DUTIES : The scope of the positions will include, but not be limited to: the development, monitoring the implementation of, and reviewing policies in various areas of higher education, with a specific focus on the implementation of the Policy on the Recognition of Creative and Innovation Outputs for the purposes of subsidy. This will include the development and maintenance of the evaluation system for measuring creative and innovation outputs from public higher education institutions, and the analysis of related data, and support for the development and strengthening of creative fields of study at higher education institutions. The incumbent would also work as part of a team to oversee and support the implementation of the policy framework on internationalization of higher education.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/71 : DEPUTY DIRECTOR: TEACHING QUALIFICATIONS AND POLICY (REF NO: DHET 23/02/2018)
Chief Directorate: Teaching and Learning Development
Directorate: Teaching Qualifications and Policy

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification, supplemented by at least 5 years relevant experience in positions that involved the evaluation of qualifications. A relevant post-graduate degree will be an added advantage; An extensive understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge on teacher education qualifications sub-frameworks; An extensive general knowledge of the teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes; An extensive knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa; A good knowledge of employment conditions in different public education sub-systems that enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration; Relevant work experience in the evaluation of qualifications and programmes; Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g. CHE/HEQC, SAQA etc.); Proven ability in policy analysis, policy development and policy implementation; Highly developed research, planning, information management and project management skills, and ability to manage...
people; Good communication skills and interpersonal relations with above average computer
skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint.

**DUTIES**
- Develop and maintain policy on the minimum requirements for qualifications for lecturers
  at universities and other tertiary institutions; Provide input, advice and technical support on
  the development of policies for teacher education; Evaluate individual foreign and difficult local
  qualifications for employment in schooling, TVET colleges and CET colleges by assigning
  REQVs; Evaluate and approve new programmes in line with the approved qualification policy
  for teacher education and college lecturer education; Communicate with key-role players in the
  tertiary education system such as SAQA, CHE, QCTO, tertiary institutions and other relevant
  organizations on matters related to qualifications policies and programmes for teacher
  education; Provide support to the education sector on the implementation and interpretation of
  qualifications policies; and Provide guidance and advice to, and support the training of HEIs on
  admission to qualification programmes.

**NOTE**

Shortlisted candidates will be expected to undergo a competency assessment.

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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**POST 08/72**

**DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (3 YEAR CONTRACT POST) (REF NO: DHET 24/02/2018)**

Chief Directorate: Teaching and Learning Development
Project: The Teaching and Learning Development Capacity Improvement Programme (Tldcip)

**SALARY**
R779 295 per annum (All-inclusive remuneration package) (Level 12)

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate Bachelor’s Degree or equivalent qualification in the field plus at least five years
relevant experience in primary teacher education and/or inclusive and special needs teacher
education. A post-graduate qualification will be an added advantage. A good understanding of
the teacher education landscape in South Africa, including current policy frameworks that
regulate the sector; a deep understanding and extensive knowledge of teacher education
practices, policies, qualifications and programmes that seek to address teacher development
needs; well-developed research and information management skills; good project management
and communication skills, including report writing; the ability to work in collaboration with other
government departments, with quality councils, universities and with other relevant role-players;
high level computer skills.

**DUTIES**
The scope of work of the Deputy Director: Teaching and Learning Development Capacity
Improvement Programme will include, but not be limited to: setting up, managing and monitoring
the implementation of projects to strengthen university capacity for the education and
development of primary school teachers, teachers for learners with special education needs,
and teachers who are able to implement an inclusive education approach in their teaching. The
position will involve promoting capacity development at universities for programme development,
material development, and research in the areas of primary teacher education and inclusive and
special needs teacher education.

**NOTE**
Shortlisted candidates will be expected to undergo a competency assessment.

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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**POST 08/73**

**DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (3 YEAR CONTRACT POST) (REF NO: DHET 25/02/2018)**

**SALARY**
R779 295 per annum (All-inclusive remuneration package) (Level 12)

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate Bachelor’s Degree or equivalent qualifications in the field plus at least five years
relevant experience in university/higher education settings providing capacity development
support for teaching and/or research. A post-graduate qualification will be an added advantage.
A good understanding of the higher education landscape in South Africa, including current policy
frameworks that regulate the sector; a deep understanding and extensive knowledge of capacity
development and transformation imperatives in universities; well-developed research and
information management skills; good project management and communication skills, including
report writing; the ability to work in collaboration with key stakeholders in the higher education
sector to set up mutually beneficial partnerships to support capacity development in universities;
high level computer skills; a valid driver’s license.

**DUTIES**
The scope of work of the Deputy Director: Teaching and Learning Development Capacity
Improvement Programme will include, but not be limited to: setting up, managing and monitoring
the implementation of collaborative teaching and research capacity development projects; and
to build partnerships with other interested role-players in support of project implementation.

**NOTE**
Shortlisted candidates will be expected to undergo a competency assessment.

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/74 : DEPUTY DIRECTOR: PLANNING, MONITORING, EVALUATION AND REPORTING (REF NO: DHET 26/02/2018)
Component: Human Resource Development Council (HRDC) Secretariat

SALARY : All-inclusive remuneration package of R779 295 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/advanced National Diploma (NQF level 7) in either of the following disciplines Public Administration/Management, and Social Science. In addition, the candidate must have a certificate in M&E or a post-graduate diploma with M&E as major. 5 years’ experience as an Assistant Director in the field of Monitoring and Reporting. At least 5 years’ management experience. Experience in planning, design and implementation of Monitoring & Evaluation systems. Data and information analysis and ability to present performance information reports to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, and be computer literate. Advanced understanding and knowledge of human resource issues and constraints in the country, Ability to develop alternative solutions as required Knowledge of human resource management and team building.

DUTIES : To provide support with regards to the development of the HRDs guiding documents, to manage monitoring of HRDC Work through monitoring of HRDC Plenary, Executive Committee, HRD Provincial Coordination Forum, Lead Agencies/departments and the Secretariat. Coordinate development of the quarterly and annual reports; stakeholder relations management support and coordination of meetings and identify on an on-going basis new areas of dialogue; to coordinate EXCO meetings and quarterly review and planning sessions. Revise and develop HRDC Secretariat Annual Plan (AP) and Operational plans for HRDC Secretariat programmes and compile progress reports. To manage human resources, finances and physical assets within the programme.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/75 : DEPUTY DIRECTOR: FRAUD PREVENTION (REF NO: DHET 27/02/2018)
Branch: Corporate Services
(This is a re-advert, candidates who previously applied are encouraged to re-apply)

SALARY : R657 558 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF level 7) in Forensic Investigation/Law/Forensic Audit/Internal Auditing or equivalent qualification plus five (5) working experience in the prevention and combating of fraud/corruption within the public service or outside the public service. At least 5 years middle management or supervisory experience. Good understanding of the theory and practices of Fraud Prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Good understanding of the investigation methods and techniques; Promotion of Access to Information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No 3 of 2000); Prevention and Combating of Corrupt Activities Act (No 12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999); Financial Intelligence Centre Act (FICA) (No 38 of 2001); and Prevention of Organised Crime Act (POCA) (No 121 of 1998). Skills: Strong analytical skill; Ability to work independently; Ability to communicate at all levels, both verbally and in writing; Interviewing skills; Ability to motivate other people; Good human relations; Ability to manage conflict situations effectively; Good leadership and managerial skills; Project Management skills; Presentation skills; and Computer literate. A valid driver’s license.

DUTIES : Coordinate and monitor code of ethical values to prevent illegal, unethical, or improper conduct. Develop and review the standards of conduct by developing and periodically reviewing Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees. Monitor implementation of government code of ethics. Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develop and oversee a system for uniform handling of such violations. Ensure the development and implementation of code of conduct and anti-corruption education and awareness programme. Liaise with internal stakeholders on issues of ethics and anti-corruption. Conduct Fraud/Corruption risk assessments and investigations on allegations of fraud/corruption. Review all the reports received, interview claimants and witnesses, and locate records in an effort to collect and disseminate evidence that relates to the allegation. Compile a report with detailed findings and recommendations. Regularly report to relevant oversight structures.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)  
(REF NO: DHET 28/02/2018)  
Branch: Technical and Vocational Education and Training Colleges  
These Posts Are Based In Tvet Colleges

**SALARY**  
R779 295 per annum (All-inclusive remuneration package) (Level 12)

**CENTRE**  
Sekhukhune Tvet College

**REQUIREMENTS**  
An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years’ work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver’s licence and willingness to travel.

**DUTIES**  
Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

**ENQUIRIES**  
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)  
(This is a re-advert, candidates who previously applied are encouraged to re-apply)

**SALARY**  
All-inclusive remuneration package of R779 295 per annum (Level 12)

**CENTRE**  
Central Johannesburg Tvet College (REF NO: DHET 30/02/2018)  
South Cape Tvet College (REF NO: DHET 29/02/2018)

**REQUIREMENTS**  
An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. Five (5) years’ relevant work experience. At least 5 years management experience. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act and Labour Relations Act. Knowledge of all policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver’s license and willingness to travel.

**DUTIES**  
Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College’s Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and
### DEPUTY DIRECTOR: FINANCE (REF NO: DHET 31/02/2018)

**This is a re-advert candidates who previously applied are encouraged to re-apply**

**DEPUTY DIRECTOR: FINANCE**

- **Salary**: R779 295 per annum (Level 12)
- **Centre**: Northlink Tvet College
- **Requirements**: An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7) or equivalent qualification relevant to the post. Five (5) years relevant experience of an insight into the key performance areas of the required post. At least 5 years management experience. A thorough understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver’s license.

**Duties**: The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.

**Enquiries**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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### DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (REF NO: DHET 31/02/2018)

**This Post Is Based At Cet College**

**DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT**

- **Salary**: All-inclusive remuneration package of R779 295 per annum (Level 12)
- **Centre**: Free State Cet College
- **Requirements**: An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification relevant to the post. Five (5) years relevant experience in or understanding of: accounting and financial management practices, methods and reporting supply chain and material management principles auditing principles and practices financial information management systems. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Proven knowledge of the public CET sector regulatory and legislative framework and governance and public sector management and financial reporting requirements. Strategic capability and leadership; Client orientation and customer focus; Financial management; People management and empowerment; and Communication. A valid Code EB drivers’ license.

**Duties**: To participate in the formulation and implementation of the annual college strategy, based on a 2 to 5 year view of requirements. To establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledgers and subsidiary books in accordance with applicable policy and prescripts. To provide ad hoc information, reports and technical guidance to decision-makers on an ongoing basis. To coordinate the college budget and expenditure management processes and delivery within

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### DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (REF NO: DHET 32/02/2018)

**This Post Is Based At Northlink Tvet College**

**DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT**

- **Salary**: R779 295 per annum (Level 12)
- **Centre**: Northlink Tvet College
- **Requirements**: An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7) or equivalent qualification relevant to the post. Five (5) years relevant experience of an insight into the key performance areas of the required post. At least 5 years management experience. A thorough understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver’s license.

**Duties**: The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.

**Enquiries**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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### DEPUTY DIRECTOR: FINANCE (REF NO: DHET 32/02/2018)

**This Post Is Based At Cet College**

**DEPUTY DIRECTOR: FINANCE**

- **Salary**: R779 295 per annum (Level 12)
- **Centre**: Free State Cet College
- **Requirements**: An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification relevant to the post. Five (5) years relevant experience in or understanding of: accounting and financial management practices, methods and reporting supply chain and material management principles auditing principles and practices financial information management systems. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Proven knowledge of the public CET sector regulatory and legislative framework and governance and public sector management and financial reporting requirements. Strategic capability and leadership; Client orientation and customer focus; Financial management; People management and empowerment; and Communication. A valid Code EB drivers’ license.

**Duties**: To participate in the formulation and implementation of the annual college strategy, based on a 2 to 5 year view of requirements. To establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledgers and subsidiary books in accordance with applicable policy and prescripts. To provide ad hoc information, reports and technical guidance to decision-makers on an ongoing basis. To coordinate the college budget and expenditure management processes and delivery within
deadlines. To coordinate the capex budget and spending within agreed parameters, prioritising projects based on return on investment, risk and ensuring that all investments are in line with strategy. To report the budget and expenditure in the required format and present it to the management team and the college council. To review monthly financial reports for consolidation into the executive and council reports ensuring completeness, accuracy, alignment with strategy and overall insightful/meaningful commentary. To manage and optimize college cash flow and investment decisions. To continuously identify and pursue opportunities to improve control procedures throughout the college. To follow up on audit queries and ensure that corrective action is taken by responsible managers. To negotiate and review new contracts to ensure that they are commercially sound, aligned with the college strategy and financial accounting and reporting implications have been considered. To manage the compilation and generation of council presentations, interim and year-end results and annual reports. To manage the college payroll ensuring the correct people are paid the correct amounts and that the statutory deductions and pay-overs are made. To manage the supply chain from demand, through acquisitioning and logistics to disposal in compliance with legislation and college policy and in support of college objectives and the principle of “value for money”.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/80**

PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) PROGRAMME PLANNING (REF NO: DHET 44/02/2018)

**SALARY**

R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2021)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in programme planning and research; Extensive knowledge of college qualifications and curricula is essential; Experience in managing resources; Understanding of skills planning processes, including Provincial Growth and Development Plans and Sector Skills Planning is important; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, Research background would be an advantage. A valid driver’s license and willingness to travel.

**DUTIES**

Develop frameworks and systems for the provincial skills planning processes, Liaise with provincial skills planning structures to understand current and future labour market requirements. This could include the premier’s office and skills units within the province, Perform on-going research with regard to current and future labour market requirements, Liaise on a regular basis with district and municipal structures to inform them of current and future labour market requirements, Participate in National labour market intelligence programmes and refine the provincial and local skills needs, Consult with and advise colleges in a particular region on an ideal programme qualification mix based on market intelligence, Support colleges to align their offering with local demand signals, Manage and support the development of a college programme differentiation strategy for the colleges in the region, Manage and interpret data; illustrate research project.

**NOTE**

All shortlisted candidates will be required to perform a written task as part of the interview.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/81**

PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER SUPPORT SYSTEM AND DEVELOPMENT (REF NO: DHET 45/02/2018)

**SALARY**

R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2021)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience ‘appropriate experience; Extensive knowledge of College qualifications and curricula is essential; Applicants should be adaptable, disciplined, self-confident and able to work independently; The ability to provide leadership, think conceptually, manage people and work together in a multidisciplinary team under pressure is very important; Knowledge of the TVET College policy environment particularly since the establishment of the Department of higher Education and Training, Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of
public service promotion; transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy; A valid driver’s license and willingness to travel.

**DUTIES**
- Define, and set priorities and guidelines for the development of LSS support material and framework, Oversee the development of content on the LSS framework, Asses the quality of content on the LSS framework in relation and to the priorities and guidelines set, Engage on a regular basis with all services providers to ensure that quality standards are adhered to, Support the identification of required South African Services Providers, to brief them and introduce the templates and to support the contracting of them, Monitor the performance of the selected services providers and provide advisory support to them as required, Manage the contracting process for service providers, Coordinate the network of facilitators in the colleges to deliver programmes; Manage the procurement process for services as per procurement guidelines of the department; Coordinate the network of facilitators in the colleges to deliver programmes; Provide administration and management support to the design of new lecturer upgrading/updating packages, Develop methodology to determine priority areas; Management and administrative support to the design of training packages; Support the use of the developed design templates to run a Proof of Concept in selected topic areas where lecturers have documented challenges; Support the use of template for the design of training packages related to Year Planning, Lesson Planning, ICASS and ISAT, Research initiatives/developments that might be relevant to the process of populating the LSS subject websites, Source additional funding routes, Liaise on a regular basis with the Regional Officers responsible for LSS activities. Maintaining and advancing a national curriculum framework for TVET Colleges

**NOTE ENQUIRIES**
- All shortlisted candidates will be required to perform a written task as part of the interview.

**POST 08/82**
- **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER DEVELOPMENT:**
  - **CENTRE**
    - Pretoria
  - **REQUIREMENTS**
    - An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in programme planning and research; Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver’s license and willingness to travel.

**DUTIES**
- Commission research on latest trends in lecturer development, Develop a framework for continues professional development, Investigate alternate electronic platforms which could be used to host a CPD system. Including discussions with SACE, Source an electronic platform for CPD purposes, Evaluate programmes which would contribute to CPD for college lecturers, Work with the University branch and Universities to evaluate their programmes for credit accumulation, Review the minimum requirements for employment in the TVET sector and develop a phased in programme for up skilling of all lecturers in the TVET System, Develop mechanisms for monitoring the skills profile and skills acquisition of lecturers in the TVET system, Manage a link to the corporate services branch to ensure that the CPD system is aligned with the performance management system of lecturers, Develop strong stakeholder relations and consultative structures with relevant trade unions.

**ENQUIRIES**
- Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/83**
- **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER PROGRAMME PLANNING AND DEVELOPMENT (REF NO: DHET 47/02/2018)**
  - **CENTRE**
    - Pretoria
  - **REQUIREMENTS**
    - An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in Lecturer Development; Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills; A demonstrable ethos of
DUTIES: Oversee the management and disbursement of the Skills levy in TVET Colleges. Ensure national programmes are developed to support lecturer development initiatives; Conduct research on particular skills needs of lectures and promote the development of programmes to address these needs; Develop local and international partnerships to support lecturer development and lecturer development centres; Strong relationships will be required with SETA’s and cooperation in this regard must be fostered; Work with the Programmes and Curriculum unit to evaluate skills delivery in colleges and design interventions where required. Work with University Branch to evaluate university programmes for TVET Lecturers.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/84: PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) DUAL SYSTEM APPRENTICE PROGRAMME (REF NO: DHET 48/02/2018)

SALARY: R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2020)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in project management, Excellent knowledge and understanding of the skills development sector in South Africa and particularly the TVET college sector, Understanding of the Skills Development act and the role of QCTO and the occupational qualifications, Sound understanding of artisan development in the country, Computer literacy is essential, A valid driver’s license and willingness to travel.

DUTIES: Drive and oversee all DSP related project activities. Foster close relations with all project stakeholders. Engage with all DSPP stakeholders including the QCTO, Colleges, Professional associations, Lead employers etc. Arrange all project meetings. These will include monthly operational meetings as well as quarterly executive meetings, Monitor all project activities, Monitor project budgets and contractual obligations of all role players, Develop a PR and communication strategy, Support and encourage employer participation in the project and Develop a monitoring and evaluation process.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/85: PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) CURRICULUM DEVELOPER (ENGINEERING, BUSINESS STUDIES, SERVICES) X3 (THREE POSTS) (REF NO: DHET 49/02/2018)

Currently we are recruiting for 3 Curriculum Development Specialists in the following field: Engineering related occupations Business related occupations Services related occupations

SALARY: R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2021)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years’ work experience in stakeholder management essential, Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources, Experience in curriculum development or syllabus development required, Experience in the subject field you are applying for is essential (Engineering, Business Studies and Services), Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership, think conceptually, manage people and work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly since the establishment of the Department of higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver’s license and willingness to travel.

DUTIES: Develop curriculum statements and activities relevant to the qualification/ programmes, Develop workshop infrastructure requirements to deliver the curriculum effectively to all stakeholders, Develop a rotation schedule between the College and Workplace as part of the curriculum, Support the development of assessment questions and task in consultation with NAMB, QCTO and other AQP’s, Evaluate curriculums developed by subordinate facilitators, Develop quality assurance mechanisms for the curriculum, Develop feedback mechanisms which will inform
future revisions of curriculums, Procurement of curriculum development teams / consultant as required, Project management of curriculum development teams, Facilitate working group meetings, Consult with stakeholders as to the relevance of the curriculums, Overseer development of learning material for qualifications, Facilitate working group meetings, Liaise with professional bodies / organisations for registration of the qualification on their respective frameworks and Liaise with stakeholder and universities to ensure minimum admission into employment and or further or higher education is possible.

NOTE : All shortlisted candidates will be required to perform a written task as part of the interview.
ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/86 : BRANCH COORDINATOR: EXECUTIVE SUPPORT (REF NO: DHET 20/02/2018)
Branch: Community Education and Training

SALARY : R657 558 per annum (All-Inclusive Remuneration Package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7), or equivalent qualification. At least 5 years relevant administrative management experience. Familiarity with the Post Schooling Education and Training system would be an added advantage. Knowledge of relevant legislative frameworks, policies and procedures pertaining to the Post Schooling Sector and the Public Services Sector. Advanced writing skills, technical knowledge in office management and administration. Willingness and ability to work under pressure. A valid driver’s license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: Assist the DDG: CET to monitor the implementation of executive decisions. Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinating special projects. Act as a principal contact and provide support to the offices of the Deputy Director- General, Director-General and Minister. Provide leadership in the management of the DDG’s diary. Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG. Coordinate and manage cabinet and parliamentary matters. Manage staff within the office of the DDG. Manage the Deputy-Director General’s office including correspondence management, office budget and expenditure control. Provide secretarial role in the Branch meetings such as Branch Management meetings/ Quarterly Review Meetings. Coordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and reports. Coordinate the DG and DDG’s on－one meetings on a regular basis to keep the DG informed of developments in the Branch. Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch. Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department. Assist with the quality assurance work done within the branch. All short-listed candidates will be required to undertake a writing test.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/87 : DEPUTY DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET 17/02/2018)
Directorate: Human Resource Management and Administration

SALARY : R657 558 per annum (All-inclusive remuneration package) (Level 11)
CENTRE : Pretoria

DUTIES : Develop a change management, organisational development policy and strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate assessment). Facilitate and coordinate the implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping, Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Facilitate the implementation of diversity management programmes. Provide customer relations and frontline...
improvement services (queue management which include mainstreaming of programmes pertaining to gender and women, Disability, Youth and Older Person, as well as human rights and HIV&AIDS sensitive programmes. Services standards and Charter, complaints mechanisms, reception management). Facilitate and coordinate the implementation of Service delivery improvement programmes and interventions (Batho-Pele programmes). To make the organisation aware of, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture, language, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status), advancement of women and promotion of socio-economic empowerment programmes. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Manage change management and organisational development service providers and project team members. Facilitate the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department’s and Government’s transformation goals. Respond to Government’s legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups. The overall management of human resources and finances of the unit.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/88 : ASSISTANT DIRECTOR: STUDENT SUPPORT (REF NO: DHET 33/02/2018)
Branch: University Education
Directorate: Student Support and Sector Liaison

SALARY : R417 552 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree or National Diploma or an equivalent qualification; 5 years’ relevant experience; Understanding of the higher education system; Good knowledge of Student Support Services. Good written and verbal communication; Computer literacy; Analytical, administrative and information management skills; Project management Skills; Conflict management skills; Strategic thinking and planning skills; Good organizational skills; Good interpersonal relationships and ability to form networks; Ability to work under pressure and meet deadlines; Multi-tasking in a pressurized environment; Be willing to travel and work over time when required.

DUTIES : The responsibilities of this position will include, but not limited to: Working with the Deputy Director in monitoring the provision of student housing, NSFAS and academic support services, as well as the planning and implementation of student registration processes in universities; Monitoring career guidance and counselling services provided at universities; Providing support to universities in relation to student support services; Reviewing policies and procedures relating to the implementation of appropriate student support interventions at universities; Facilitating partnership development and networking with external agencies around student support and leadership development; and, Responding to and investigating student complaints about universities.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/89 : PROJECT COORDINATOR: STAKEHOLDER MANAGEMENT (REF NO: DHET 50/02/2018)

SALARY : R417 552 per annum (Level 10)
(Center is a contract position until end March 2021)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A minimum of 5 years’ work experience 3 - 5 years’ project management experience, Good knowledge of the post school education and training system, The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, Technical/Computer proficiency, monitoring and evaluation, problem solving, report writing, preparing presentations, quality management, budgeting and financial management, Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion; Ability to develop professional presentations; Aptitude for marketing essential; Transformation and service
delivery excellence; Innovative thinking and leadership, Computer literacy, A valid driver’s license and willingness to travel.

**DUTIES**

- Responsible for ensuring stakeholder management projects are reported timeously and accurately, Facilitate the process of submitting stakeholder reports; Support the Chief Directorate in Stakeholder meetings and Task Teams, Provide secretariat services for the Stakeholder Management directorate, Project management of stakeholder meetings, Coordinate the contribution of different branches towards the implementation of stakeholder resolutions, Facilitate stakeholders working group meetings, Support the implementation of the stakeholder management strategy, Manage staff reporting to the Director and Secretariat services for the Directorate; Maintain a stakeholder database.

**NOTE**

- All shortlisted candidates will be required to perform a written task as part of the interview.

**ENQUIRIES**

- Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/90**

**PROJECT COORDINATOR: LECTURER DEVELOPMENT: LECTURER SUPPORT SYSTEM**

**CENTRE**

- Pretoria

**REQUIREMENTS**

- An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage, A minimum of 5 years’ work experience, Good knowledge of the post-school education and training system, The candidate must be a strong communicator with the ability to interact with a wide variety of stakeholders, Technical proficiency, monitoring and evaluation, problem solving, report writing, preparing presentations, quality management, and budgeting and financial management, Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly the establishment of the department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy, A valid driver’s license and willingness to travel.

**DUTIES**

- Manage the Lecturer Support System IT database with the provider, Ensure all queries on the LSS from lecturers and other stakeholders are addressed, Upload new packages onto the LSS, Maintain documents placed on the LSS and version control of documents, Set-up stakeholder meetings, Ensure all lecturing staff remains registered on the LSS, Draw reports from the LSS data from time to time. This could include utilization statistics, reports on lecturer demographics etc, Ensure a comprehensive filling system is maintained and Prepare monthly utilization reports on the LSS.

**ENQUIRIES**

- Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/91**

**ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (MATHEMATICS AND SCIENCES)**

**CENTRE**

- Pretoria

**REQUIREMENTS**

- A post graduate qualification in education specializing in Mathematics and Sciences related programmes. At least 5 years’ teaching experience and at least 3 years’ experience in educator professional development are essential. A post graduate qualification in education will be an added advantage. The position requires an individual with a conceptual understanding of vocational pedagogy, didactics and teaching and assessment methodologies, as well as a clear interpretation of the professional qualifications required of vocational educators in TVET colleges, and the pathways that may be pursued towards professional improvement. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for ensuring that TVET lecturers are relevant and responsive to the demands of technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills and Working knowledge of practice in industry within the field applied for. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act
(PFMA) will be an added advantage. A valid drivers’ license is required. The incumbent must be willing to travel.

**DUTIES**

The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.

**NOTE**

Secondments from the TVET institutions and professional organisations will also be accepted as applications

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/92**

**ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (LANGUAGES AND LIFE ORIENTATION)** (REF NO: DHET 55/02/2018) (6 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS) (6 X POSTS)

Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

**SALARY CENTRE**

R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

The appointee will be located either in Pretoria or a Public TVET College campus closest to the appointee.

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Languages and Life Orientation related programmes. At least 5 years’ teaching experience and at least 3 years’ experience in educator professional development are essential. A post graduate qualification in education will be an added advantage. The position requires an individual with a conceptual understanding of vocational pedagogy, didactics and teaching and assessment methodologies, as well as a clear interpretation of the professional qualifications required of vocational educators in TVET colleges, and the pathways that may be pursued towards professional improvement. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for ensuring that TVET lecturers are relevant and responsive to the demands of technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills and Working knowledge of practice in industry within the field applied for. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid drivers’ license is required. The incumbent must be willing to travel.

**DUTIES**

The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.
NOTE: Secondments from the TVET institutions and professional organisations will also be accepted as applications.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442


Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

SALARY: R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

NOTE: ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/94: ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (BUSINESS) (REF NO: DHET 57/02/2018) (4 X POSTS) (APPOINTMENTS ARE ON A 2 (TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS).

Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

SALARY: R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)
The appointee will be located either in Pretoria or a Public TVET College campus closest to the
appointee the areas of specification covered by this advert include:

**Finance (2 posts)**

**Office Administration (2 posts)**

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification
specializing in Business related programmes. At least 5 years’ teaching experience and at least
3 years’ experience in educator professional development are essential. A post graduate
qualification in education will be an added advantage. The position requires an individual with a
conceptual understanding of vocational pedagogy, didactics and teaching and assessment
methodologies, as well as a clear interpretation of the professional qualifications required of
vocational educators in TVET colleges, and the pathways that may be pursued towards
professional improvement. Knowledge of the technical education and training landscape is of
critical importance, as are the competencies for ensuring that TVET lecturers are relevant and
responsive to the demands of technically-orientated curricula. Further requirements are
excellent project management, problem-solving, report writing and communication skills and
Working knowledge of practice in industry within the field applied for. The incumbent must be
able to execute his/her duties in the context of competing labour market demands that lie within
the mandate of the Department, and must therefore be able to work effectively within teams and
in response to multiple stakeholder interests. Good computer skills are an essential requirement
of work performance and reporting. Good knowledge of the Public Finance Management Act
(PFMA) will be an added advantage. A valid drivers’ license is required. The incumbent must be
willing to travel.

**DUTIES**

The incumbent will be responsible to provide expert input into all curricula, existing and new, in
the subject area/s for which the official is responsible. To make proposals to the South African
Institute of Vocational Education and Training (SAIVECET) on curriculum amendments
and improvement. To identify and develop appropriate pedagogical and didactic approaches to
facilitate and enhance vocational teaching in the TVET colleges. To set standards for student
assessments and implement plans to achieve these standards. To engage with employers to
identify and develop practical and application tasks that prepares students for the world of work.
Support communities of practice within the particular field of work. To support and promote WIL
and WPBE practices in colleges. To devise and implement a plan which involves the Regional
curriculum specialists to improve the professional competencies of lecturers in their respective
subjects and teaching areas. To ensure that colleges have the baseline requirements to offer
programmes and qualifications within their area of jurisdiction. Ensure that good quality student
learning materials are readily accessible for learning purpose. To ensure that all student
assessments are conducted with integrity and in compliance with the necessary national policies
and guidelines. To ensure that academic support services are implemented in those colleges
with notable student underperformance in the subject of responsibility

**NOTE**

Secondments from the TVET institutions and professional organisations will also be accepted as
applications

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/95**

ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (SERVICES) (REF NO: DHET
58/02/2018) (4 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT
RENEWABLE OVER A PERIOD OF 5 YEARS)

Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

**SALARY CENTRE**

R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

**T REQUIREMENTS**

Transport and Logistics (1 post)

An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification
specializing in Services related programmes. At least 5 years’ teaching experience and at least
3 years’ experience in educator professional development are essential. A post graduate
qualification in education will be an added advantage. The position requires an individual with a
conceptual understanding of vocational pedagogy, didactics and teaching and assessment
methodologies, as well as a clear interpretation of the professional qualifications required of
vocational educators in TVET colleges, and the pathways that may be pursued towards
professional improvement. Knowledge of the technical education and training landscape is of
critical importance, as are the competencies for ensuring that TVET lecturers are relevant and
responsive to the demands of technically-orientated curricula. Further requirements are
excellent project management, problem-solving, report writing and communication skills and
Working knowledge of practice in industry within the field applied for. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid drivers’ license is required. The incumbent must be willing to travel.

**DUTIES**: The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.

**NOTE**: Secondments from the TVET institutions and professional organisations will also be accepted as applications.

**ENQUIRIES**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/96**: ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (RENEWABLE ENERGY) (REF NO: DHET 59/02/2018) (2 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS)

Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

**CENTRE**: The appointee will be located either in Pretoria or Public TVET College campuses closest to the appointee.

**SALARY**: R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

**REQUIREMENTS**: An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Renewable Energy or related programmes. At least 5 years’ teaching experience and at least 3 years’ experience in educator professional development are essential. A post graduate qualification in education will be an added advantage. The position requires an individual with a conceptual understanding of vocational pedagogy, didactics and teaching and assessment methodologies, as well as a clear interpretation of the professional qualifications required of vocational educators in TVET colleges, and the pathways that may be pursued towards professional improvement. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for ensuring that TVET lecturers are relevant and responsive to the demands of technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills and Working knowledge of practice in industry within the field applied for. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. Knowledge of the development in the green economy environment. A valid drivers’ license is required. The incumbent must be willing to travel.

**DUTIES**: The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To ensure that colleges have the baseline requirements to offer green curriculum programmes within their jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic...
support services are implemented in those colleges with notable student underperformance in the subject of responsibility. To provide adequate skills development which meets the requirements of a greening economy. Contribute to achieving the national and international target of sustainable development and climate change. To assist TVET colleges to improve their environment performances through using resources more efficiently by phasing out toxic substances, substituting their carbon footprint, reducing waste, reducing water usage, reducing electricity consumption and by introducing new green curricula.

NOTE: Secondments from the TVET institutions and professional organisations will also be accepted as applications.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/97: ASSISTANT DIRECTOR: MONITORING AND EVALUATION (REF NO: DHET 60/02/2018)
Chief Directorate: Tvet System Planning and Institutional Support
Directorate: Private Colleges

SALARY: R417 552 per annum (Level 10)
CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Education or Public Administration coupled with 5 years working experience in education or public sector. Programme or course in monitoring and evaluation will serve as an advantage. Knowledge of education laws and their interpretation and implementation. Knowledge of monitoring and evaluation frameworks and execution of monitoring and evaluation. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Written and verbal communication skills. Research skills. Professional report writing skills. Document management skills.

DUTIES: Develop overall framework for monitoring and evaluation of private colleges. Implement policy and procedures for monitoring and evaluation of registered private colleges. Develop and regularly update site monitoring instruments. Plan and execute monitoring and evaluation activities that include distribution and receipt of annual reporting forms. Schedule and conduct site monitoring visits on registered private colleges. Analyse and integrate data from annual reporting forms and site monitoring visits reports to compile a comprehensive report on the compliance and performance of registered private colleges. Draft letters of cancellation of registration of defaulting registered private colleges for the Registrar of Private Colleges. Assess provisionally registered private colleges for conversion to full registration at the expiry of provisional registration periods. Handle enquiries relating to monitoring and evaluation of registered private colleges. Prepare for and participate in the Directorate’s empowerment sessions with registered private colleges. Undertake research as may be required from time to time.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/98: ASSISTANT DIRECTOR: INSTITUTIONAL ASSESSMENT COORDINATION (REF NO: DHET 61/02/2018)
Directorate: Examination Management and Monitoring

SALARY: R417 552 per annum (Level 10)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) which must include training in management and/ or administration. At least 5 years’ experience in the administration of examinations specifically related to the handling and processing of TVET College examinations irregularities of which at least 2 years were in a supervisory capacity. The incumbent will be responsible for coordinating the administration of examination irregularities for each examination cycle, including the compilation of irregularities reports. The applicant must have a valid driver’s license and be prepared to work overtime. The incumbent must be adaptable, disciplined, self-driven and be able to work independently and under pressure in a diverse team. Prerequisites: Good interpersonal and communication skills. Managerial and administrative skills. Knowledge of TVET College examination systems. Computer literacy and report writing skills and Analytical and problem solving skills.

DUTIES: Coordinate the receipt of daily irregularities reports during any examination cycle. Develop and maintain mechanisms to ensure that all examination and marking centres submit daily irregularities reports, including follow-up mechanisms in cases of non-compliance. Manage the capturing of all irregularities on the examination IT system, including all other administrative processes related to the capturing. Compile irregularities reports for each examination cycle as per directives from quality assurance councils. Manage the performance of staff and allocation of tasks and functions and Liaising with internal and external stakeholders regarding the resolution of queries related to examination irregularities. The successful candidate will be required to sign a performance agreement, declaration of secrecy and will be subjected to
security clearance. Shortlisted candidates must be willing to undergo a competency test on the day of the interview.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/99 : ASSISTANT DIRECTOR: ADMINISTRATION FREE STATE COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE (REF NO: DHET 34/02/2018)
Community Education and Training Colleges

SALARY : R334 545 per annum (Level 9)
CENTRE : Free State Province
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 in Human Resource Management/Public Administration or equivalent qualification at least five (5) years relevant experience in Administration and office management, Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.

DUTIES : Ensure effective document management and correspondance flow within the CET College, Establish and implement effective records and document management system in the office of the CET College, Render Administrative/executive support services to the office of the Principal, Oversea Administration of the office of the CET College, Manage and oversee logistics within the office of the CET College, Manage the budget in the office of the CET College, Compile and collate College statutory reports, Manage the resources in the office of the CET College General: Physical, financial and Human Resource, Coordinating responses to and submissions and reports on, all requested for information, Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the CET College and Coordinate reports/presentations to all forums attended by the office of the CET College.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/100 : ASSISTANT DIRECTOR: TALENT AND PERFORMANCE MANAGEMENT (REF NO: DHET 35/02/2018)
National Skills Fund
Directorate: Human Resource Management and Administration

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree/National Diploma (NQF level 6/7) in Human Resource Management/Human Resource Management and Development or equivalent qualification; 5 years' relevant work experience in Performance Management and Training and Development supervisory level, Computer literacy in MS Word, Excel, PowerPoint and Outlook; Good coordination and report writing skills; Knowledge of drafting of performance agreements, WSP etc. Understanding of the Public Service Act and Public Service Regulations, Department of Public Service Administration (DPSA) Directives, PSCBC Resolutions and policies applicable to human resources management and development, as well as the ability to interpret policies, framework and legislation. A valid driver's license and willingness to travel.

DUTIES : The responsibility for the implementation of the Performance Management and Development System. The provision of advice and guidance on the Performance Management and Development System. The provision of reports, statistics and feedback on the application of the Performance Management and Development System. The development of systems and policies related to Performance Management and Development. Manage the implementation of bursary programme in line with the Departmental bursary Policy. Develop and submit WSP and ATR to ETDP-SETA according to the needs analysis and Personal Development Plans (PDP). Manage the implementation of skills development and training interventions. Develop and submit NSDS III quarterly, annual and expenditure reports to P-SETA. The management of all human, financial and other resources of the unit.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/101 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF NO: DHET 36/02/2018)

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
**ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET 38/02/2018)**

**Directorate: Human Resource Management and Administration**

**CENTRE:** Pretoria

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


**DUTIES:** Assist in the development of a change management, organisational development policy and strategy to support the culture realignment strategy. Assist in designing and implementing change management initiatives (culture, behaviour, systems, organisational climate assessment). Assist in the facilitating and coordinating the implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping,
Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Assist in facilitating the implementation of diversity management programmes. Assist in providing customer relations and frontline improvement services (queue management which include mainstreaming of programmes pertaining to gender and women, Disability, Youth and Older Person, as well as human right and HIV&AIDS sensitive programmes, services standards and charter, complaints mechanisms, reception management).

Assist in facilitating and coordinating the implementation of service delivery improvement programmes and interventions (Batho-Pele programmes). Assist in making the organisation aware of, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture, language, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status), advanced of women and promotion of socio-economic empowerment programmes. Assist in develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assist in assessing projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Assist in facilitating the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department’s and Government’s transformation goals. Assist in responding to Government’s legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 544

POST 08/104 : ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL AND HUMAN RESOURCE INFORMATION MANAGEMENT (REF NO: DHET 39/02/2018)
Directorate: Human Resource Management and Administration

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF level 6/7) in Human Resource Management/ Public Management or equivalent qualification with 5 years’ experience on Establishment Control. Candidates should have certificate in Establishment control and Personnel Administration. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge of the relationship between PERSAL and Bas system will be an added advantage. A valid driver's licence is required.

DUTIES : *Maintain the approved institutional / College structure and the post establishment of institutions / colleges. *Maintain the budget allocation codes on PERSAL in line with the BAS code structure. *Manage and maintain the movement of personnel on the establishment spreadsheet. *Interact with HR provisioning and Conditions of service regarding personnel turnover. *Manage and maintain departmental code structure by maintaining pay points, responsibility, objectives and components.*Ensure the creation and abolishing of posts on PERSAL and linking codes to the relevant component. Manage the linking of the PERSAL responsibility to the BAS segments for costing purposes. Draw statistics and report on request. Develop and maintain an appropriate HR Informational Management System and ensure that Establishment and Structure are aligned accordingly. Management of Human Resource, financial and other resources. Provide and analyse PERSAL report to assist management in reporting.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/105 : ASSISTANT DIRECTOR: SYSTEM MONITORING (REF NO: DHET 62/02/2018)
Branch: Policy, Planning and Strategy
Directorate: System Monitoring and Economic Analysis

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), with specialization in either Economics, Population Development, Statistics or a related field, plus five (5) years practical experience in the field of economic research and analysis. An Honours degree or a Master’s degree will be an added advantage. Consideration will be given to a candidate with: extensive experience in the use of statistical software and Advanced EXCEL; extensive knowledge of education policy and planning issues; deep understanding of the post-school education and training sector, including the SETA environment; experience in the calculation of indicators in
Identifying indicators to monitor the PSET system, Coordinate the implementation and reporting of the Sustainable Development Goals and the African Union Agenda 2063 within the PSET system, Assist in the development of a framework for monitoring the PSET system, Developing research reports on the performance of the PSET, e.g. Fact Sheets, Snap reports, etc, Assist in analyzing and reporting on the findings of the Workplace Skills Plans/Annual Training Reports (WSP/ATR); Render secretariat services for various Committees managed within the Directorate; and Respond to national and international reporting requirements in relation to the performance of the PSET system and the financing thereof.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/106
ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS (REF NO: DHET 63/02/2018)
Directorate: Global Partnerships (International Relations)

SALARY
R334 545 per annum (Level 9)

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in International Relations, Diplomacy or related field. A post graduate qualification will be an added advantage. At least five (5) years relevant work experience, of which at least two (2) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa’s higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multi-task; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times, and must have a driver’s license. Applicants may be required to undergo competency assessment tests.

DUTIES
The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on matters concerning promotions of bilateral and multilateral in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa’s educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/107
ASSISTANT DIRECTOR: COLLECTIVE BARGAINING (REF NO: DHET 64/02/2018)
Branch: Corporate Services
Directorate: Labour Relations and Employee Wellness

SALARY
R334 545 per annum (Level 9)

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Labour Relations, Labour Law or Human Resource Management or equivalent qualification with 5 years relevant experience of which 3 years must be at supervisory level. Competency knowledge of LRA, BCEA, PSA, PSR, CETa, education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, working in a team and work under pressure. Computer literacy. A valid South African drivers’ license is a prerequisite.

DUTIES
Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils meetings. Ensure Labour Relations related policy development and implementation. Monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render
advisory service to all institutional management and employees regarding labour relations matters. Provide labour relations support to Regional offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils’ dispute resolution meetings.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/108
ASSISTANT DIRECTOR: INSPECTORATE (REF NO: DHET 65/02/2018)
Office of the Chief Financial Officer
Directorate: Financial Services

SALARY
R334 545 per annum (Level 9)

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) with accounting as a subject. Preference will be given to candidates with 5 years financial experience, who have in-depth knowledge of Financial Management in Government, the Basic Accounting System (BAS), PERSAL and the compilation of financial statements. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; a driver’s license, good interpersonal, communication and managerial skills; experience in clearing of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Skills: Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter.

DUTIES
Control and provide financial training to officials of the Department; Control and checking of transactions of the Department; Perform inspections to various sites of the Department; Control the update and review of all financial policies and procedures; Control the implementation of policies and procedures; Liaise with regional offices on financial matters; Liaise with the auditor-general on audit matters and Management of staff of the section.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/109
ASSISTANT DIRECTOR: PERSAL CONTROLLER (REF NO: DHET 66/02/2018)
Branch: Corporate Services
Directorate: Human Resource Management and Administration

SALARY
R334 545 per annum (Level 9)

CENTRE
Pretoria

REQUIREMENTS
A recognized 3-years’ National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management or equivalent qualification with 5 years’ experience on PERSAL Controller functions. Valid certificate in PERSAL Controller, Establishment control and Personnel Administration. Leave Administration and Labour Relations PERSAL certificate will be added advantage. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge of BAS system will be an added advantage.

DUTIES
User account management which will include management of all stages in the lifecycle of user access, from training, initial registration of new users to the final deregistration of users.
*Assesses and records the PERSAL training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required. *Responsible for the orientation of all users of the system. *Responsible for the creation and maintenance of codes on the departmental code file. *Manages and controls PERSAL circulars, notices and messages and brings important issues to the attention of all users in the Department. *Ensures professional, effective and efficient interaction between the HR and Finance Persal Users within the department. *Develop and maintain PERSAL delegations. * Register System Change Control (SCC) in respect of all discrepancies for all transaction captured on PERSAL and Liaise with PERSAL at State Information Technology Agency (SITA) for resolution. Monitoring of access / user activities. *Attends National PERSAL Controllers’ Forum and ensures that issues discussed are followed-up and relayed to users under his/her control. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointment, transfer, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations’ of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/110: CHIEF ARTISAN GRADE A: FITTER AND TURNER (REF NO: DHET 92/02/2018)
Branch: Skills Development
Chief Directorate: Indlela

SALARY: R343 329 per annum (Level 9) (OSD Salary Scale)
CENTRE: Pretoria
REQUIREMENTS:

DUTIES:
Conducting Moderation of Trade Test internally and externally; Conduct assessment in the Fitter and Turner, Turner and mechanical Fitter trades; Conduct audits of external Trade Test centers; Maintaining and ensure safekeeping of assessment records; Supervise Trade Assistants; Assess performance of staff reporting to him/her; Procurement and control of assessment stock; Maintain safety in the workshop; and Adhere to health and safety policies and procedures.

ENQUIRIES:
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/111: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (CONDITIONS OF SERVICES) (REF NO: DHET 93/02/2018)
Directorate: Human Resources Management and Administration

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria
REQUIREMENTS:
A recognised 3 years Bachelor’s Degree/Diploma/NQF level 6 in Human Resource Management/Public Administration (or equivalent qualification). A minimum of 3 years’ experience in Human Resource Administration. Experience in the appointment and conditions of service of Educators and Adult Education and Training will be an advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good Communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word and Excel). Ability to work under pressure and willingness to work extended hours when required.

DUTIES:
To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written and presentations. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

ENQUIRIES:
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/112: SENIOR PERSONNEL PRACTITIONER: ORGANISATIONAL DEVELOPMENT (REF NO: DHET 67/02/2018)
Branch: Corporate Services
Directorate: Human Resource Development

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria
REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Management Services/ Human Resource Management or equivalent qualification with three (3) years’ experience within the Organizational Development/ Design field in the Human Resource environment. Candidates must be in passion of a job analysis training certificate (Equate or Evaluate). Exposure and understanding of Organizational design, Work-study, Job evaluation, Change Management practices and Business Process Re-engineering. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES:
Develop, review, implement and monitor the organisational structure. Facilitate the development of Job Descriptions. Conduct Job evaluation. Render technical and general support to the component. Provide support in Change Management Strategy Development and Implementation Conduct research into Policy Development and benchmarking for practices. Assist with matters and queries related to Organizational Development.

ENQUIRIES:
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/113 : SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET (REF NO: DHET 68/02/2018))
Branch: Technical and Vocational Education and Training
Directorate: Budget Planning and Management

SALARY CENTRE REQUIREMENTS
R281 418 per annum (Level 8) Pretoria An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification with public administration as one of the major subjects. Three (3) years relevant work experience preferably in the rendering of administrative support service. Financial management experience, Cash flow management and reporting expenditure against departmental budget. Basic knowledge and understanding of financial administration. Knowledge of relevant education legislation, policies, processes and prescripts applicable to post-school education and training institutions. Ability to analyse documents and interpret policies. Knowledge of Public Finance Management Act and Treasury Regulations. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Office Software packages.

DUTIES
Perform administrative duties in support of the Directorate. Render supply chain and management support services, render general administrative support services to the unit, supervise and control resources to ensure a satisfactory workflow and service delivery. Support timeous submission of expenditure reports by TVET Colleges to the Directorate; Provide support where required with the implementation of minimum standards of the Public Finance Management Act and Treasury Regulations. Properly implement and perform any other task as may be required from time to time. Draft submissions and memos. Support the management for projects in the Directorate. Secretariat to various forums hosted by the Directorate. Report writing.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/114 : SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET (REF NO: DHET 69/02/2018))
Branch: Technical and Vocational Education and Training
Chief Directorate: Financial Planning and Management

SALARY CENTRE REQUIREMENTS
R281 418 per annum (Level 8) Pretoria An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification with public administration as one of the major subjects. Three (3) years relevant work experience preferably in the rendering of administrative support service. Financial management experience, Cash flow management and reporting expenditure against departmental budget. Basic knowledge and understanding of financial administration. Knowledge of relevant education legislation, policies, processes and prescripts applicable to post-school education and training institutions. Ability to analyse documents and interpret policies. Knowledge of Public Finance Management Act and Treasury Regulations. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Office Software packages.

DUTIES
Perform administrative duties in support of the Chief Directorate. Render supply chain and management support services, render general administrative support services to the unit, supervise and control resources to ensure a satisfactory workflow and service delivery. Support timeous submission of expenditure reports by TVET Colleges to the Chief Directorate; Provide support where required with the implementation of minimum standards of the Public Finance Management Act and Treasury Regulations. Properly implement and perform any other task as may be required from time to time. Draft submissions and memos. Support the management of projects in the Chief Directorate. Secretariat to various forums hosted by the Chief Directorate. Report writing.

ENQUIRIES
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/115 : SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET (REF NO: DHET 70/02/2018))
Chief Directorate: University Planning and Institutional Funding
Directorate: Institutional Funding

SALARY CENTRE REQUIREMENTS
R281 418 per annum (Level 8) Pretoria Applicants must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The position requires a person who has organizational
and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.

**DUTIES**

The successful candidate will be expected to execute various administrative tasks such as: Assisting in preparing submissions and memorandums Collecting and updating quarterly reports for the Directorate; Maintaining a central registry of contact details of higher education planning offices and other offices within higher education institutions as may be required; Making travel and accommodation arrangements for task teams, working groups etc.; Organizing meetings and minute taking at meetings; Preparing supporting documents and data for meetings.

**NOTE**

All interviewed candidates will be required to undertake a competency assessment.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/116**

SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 71/02/2018)

Directorate: University Research Support and Policy Development

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Pretoria

**REQUIREMENTS**

The applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint) and be able to work with large amounts of data. He or she must be able to provide support to various projects in the Directorate.

**DUTIES**

The responsibilities include but not limited to providing administrative support to the Directorate; assisting with the implementation of the research output and various other policies; support the process of journal applications for inclusion on the South African Approved Journals list; regular update and maintenance of the South African Approved Journals list; preparing data and carrying out analyses of research output performance of universities.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/117**

SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 72/02/2018)

Chief Directorate: Higher Education Policy Development and Research

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Pretoria

**REQUIREMENTS**

The applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint). The appropriate candidate will have experience in financial management systems; office management; work flow coordination; events and project management; management of monthly cash flow statements, and procurement policies and practices.

**DUTIES**

The responsibilities include but not limited to Managing the MTEF budget process and monthly cash flow statement for the Chief Directorate; provide administrative, logistical and financial support to the Chief Directorate; provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly and annual financial and progress reports; compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Chief Directorate and assume secretarial functions when required.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/118**

SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 73/02/2018)

Directorate: Private Higher Education Institutions (PHEI)

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) years’ appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The
appropriate candidate should be a creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Advanced Excel, Outlook and Power-point. Proven skills and experience with electronic databases is an important requirement for the position. The Minimum qualification is a relevant diploma or degree in information management, financial administration or electronic database management.

**DUTIES**

The responsibilities include but are not limited to assessing annual reports received from Private Higher Education Institutions (PHEIs) and providing recommendations to the Registrar on the assessments; processing applications for amendment and applications for conversion received from PHEIs; assisting the Deputy Director in processing student staff data; maintaining and updating the database for the monitoring of complaints and queries; authentication of certificates; liaising with DIRCO and other government Departments on the authentication of foreign qualifications; managing the process of referral of illegal providers to the South African Police Services (SAPS); and drafting affidavits for SAPS.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/119**

**SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 95/02/2018)**

Branch: Corporate Services
Directorate: Office of the Director-General

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Pretoria

**REQUIREMENTS**

The minimum educational requirement for this post is Matric or a Diploma and at least 3 years relevant work experience in Office Management, Public Management, Public Administration or an equivalent qualification. The candidate must have an understanding of the functioning of government administration and knowledge of the PFMA, MTEF, and supply chain, asset and procurement management. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide financial and administrative support services in the office of the Director-General. The successful applicant is expected to be a proactive individual with financial analytical and asset management skills, good time management, interpersonal and communication, writing and administrative skills; database management at intermediate level. The incumbent must be willing to undergo screening for a security clearance. The incumbent must have a valid driver’s license.

**DUTIES**

The responsibilities of the position will include but are not limited to management of budget and cash flow and MTEF status; projection of demand and the procurement plan; management of the office procurement processes and claims; management and maintenance of assets and equipment; management of leave of staff in the office and general office administration duties including managing the registry office.

**NOTE**

candidates who are invited for an interview will be subjected to a competency assessment.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/120**

**PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION (REF NO: DHET 40/02/2018)**

National Skills Fund
Directorate: Human Resource Management and Administration

**SALARY**

R226 611 per annum (Level 7)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Senior Certificate/Grade 12 or NCV certificate (level 4) an appropriate National Diploma in Human Resource Management will be an added advantage, plus minimum three (3) years relevant experience in Recruitment and Selection. Thorough 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 and Excel). Willingness to travel and work extra hours. A valid drivers’ licence and willingness to travel.

**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 P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/121 : ADMINISTRATIVE OFFICER: LECTURER DEVELOPMENT, STAKEHOLDER MANAGEMENT, PROGRAMME PLANNING AND CURRICULUM AND SYLLABI DEVELOPMENT (4 POSTS) (REF NO: DHET 52/02/2018)

SALARY : R226 611 per annum (Level 7)
(This is a contract position until end March 2021)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Public Administration / Public Management will be an added advantage, including computer training and at least three (3) years relevant work experience. Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including MS Word, Excel, Power point and Outlook. Good organizational and basic events management skills.

DUTIES : Support the Directorate for programme planning and research, Manage all incoming and outgoing mail of the directorate, Report on budget expenditure of the unit on a quarterly basis under the supervision of the Director, Manage the diary of the Director, Assist the planning team with all administration, printing and administrative duties, Answered telephones and take messages, Manage travel bookings of the directorate, Set up and manage appointments in the unit, Arrange quarterly executive committee meetings and Compile minutes of all meetings and follow up on outstanding matters.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/122 : ADMINISTRATIVE OFFICER: DUAL SYSTEM APPRENTICE PROGRAMME (DSPP) (REF NO: DHET 53/02/2018)

SALARY : R226 611 per annum (Level 7) (This is a contract position until 31 March 2020)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Public Administration / public management will be an added advantage, including computer training. At least three (3) years relevant work experience.Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including MS Word, Excel, Power point and Outlook. Good organizational and basic events management skills.

DUTIES : Support the project specialist with all project and logistical support, Act as project secretariat, Arrange monthly project steering committee meetings, Arrange quarterly executive committee meetings, Compile minutes of all meetings and follow up on outstanding matters, Liaise with all project stakeholders, Attend project meetings. This will include traveling to various provinces from time to time, Direct enquiries to appropriate DSPP staff, Manage the DSPP office, Assist in the planning of meetings and Tend to all project communication.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/123 : PRACTITIONER: INFORMATION TECHNOLOGY (REF NO: DHET 74/02/2018)

Directorate: National Artisan Development

SALARY : R226 611 per annum (Level 7)

CENTRE : Indlela


DUTIES : Coordinate and manage the IT call logs from all Directorates within the Chief Directorate. Liaise with the DHET IT Department (GITO) on all IT system issues at Indlela. Assist in Implementing and managing the NADMIS (National Artisan Development Management Information System. Provide debugging assistance to development staff and Participate in providing 7-day 24 hour on-call systems support. Compile weekly system performance reports. Coordinate and manage the IT team daily performance. Co-ordinate and manage the uploading and updating of Content to National Artisan Development Website and World Skills South Africa website.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/124 : CHIEF ADMINISTRATION CLERK: TRANSIT AND WAREHOUSE (REF NO: DHET 75/02/2018)

SALARY : R226 611 per annum (Level 7)

CENTRE : Indlela


DUTIES : Coordinate and manage the IT call logs from all Directorates within the Chief Directorate. Liaise with the DHET IT Department (GITO) on all IT system issues at Indlela. Assist in Implementing and managing the NADMIS (National Artisan Development Management Information System. Provide debugging assistance to development staff and Participate in providing 7-day 24 hour on-call systems support. Compile weekly system performance reports. Coordinate and manage the IT team daily performance. Co-ordinate and manage the uploading and updating of Content to National Artisan Development Website and World Skills South Africa website.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
Office of the Chief Financial Officer
Directorate: Supply Chain Management

**SALARY** : R226 611 per annum (Level 7)
**CENTRE** : Pretoria
**REQUIREMENTS** : National Senior Certificate (Vocational) (NCV) Level 4. An appropriate Bachelor's degree/National Diploma or equivalent qualification in Supply Chain Management will be an added advantage. Minimum of three (3) years’ experience in Supply Chain Management. Knowledge of PFMA, PPPFA, Treasury Regulations, LOGIS system, standards, practices, processes and procedures related to transit, Computer literacy and excellent report writing skills, good interpersonal and communication skills. Knowledge of the Invoice Tracking System will be an added advantage.

**DUTIES** : Ensure that all payments due to creditors are settled within 30 days from receipt of an invoice. Capturing of receipts of goods & services timely on LOGIS system and Invoice Tracking system. Liaise with end users on sign-off of invoices. Liaise with suppliers for timely delivery of goods/service. Match invoice to order & verify information. Ensure prompt distribution of goods & services to users, Follow-up on outstanding orders/commitments. Management of 0-9 file. Ensure bar coding of assets prior release to end users. Ensure safeguarding of inventories. Conduct spot checks, monthly/quarterly and annual stocktaking & keep accurate records. Timeously distribution of issues to end-users. Signing of issue vouchers that closed on LOGIS. Management of warehouse. Proper filing & safe keeping of issue vouchers. Monitor accruals & commitment reports and investigate if invoices still not paid. Provide weekly/monthly reports to management. Assist supervisor in the preparation of payment information, statistics and reporting on service providers’ invoices paid and not paid. Attend to all enquiries from clients both internal and external.

**ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/125** : PERSONAL ASSISTANT TO CHIEF DIRECTOR (REF NO: DHET 76/02/2018)
Chief Directorate: System Planning and Institutional Support

**SALARY** : R226 611 per annum (Level 7)
**CENTRE** : Pretoria
**REQUIREMENTS** : A National Senior Certificate (Vocational) (NCV) Level 4, A recognized three-year secretarial or office administration diploma/degree will be an added advantage, A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism.

**DUTIES** : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of Chief Director.

**ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/126** : PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 77/02/2018)
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Monitoring and Evaluation

**SALARY** : R226 611 per annum (Level 7)
**CENTRE** : Pretoria
**REQUIREMENTS** : A National Senior Certificate (Vocational) (NCV) Level 4, A recognized three-year secretarial or office administration diploma/degree will be an added advantage, A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism.

**DUTIES** : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.

**ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
POST 08/127 : PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 78/02/2018)
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Management and Governance Support
SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, a recognized three-year secretarial or office administration diploma/degree will be an added advantage. A minimum of three (3) year’s work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism
DUTIES : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.
ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/128 : PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 79/02/2018)
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Management Information Support
SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, A recognized three-year secretarial or office administration diploma/degree will be an added advantage. A minimum of three (3) year’s work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism
DUTIES : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.
ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/129 : PERSONAL ASSISTANT TO THE DIRECTOR: LEGAL LEGISLATIVE SERVICES FOR EDUCATION INSTITUTIONS (REF NO: DHET 80/02/2018)
Chief Directorate: Legal and Legislative Services
Directorate: Legal and Legislative Services
SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. National Diploma in Office Management/Administration will be an added advantage. Three (3) years’ relevant work experience in an office/ admin support environment. Working knowledge of Microsoft Office Package with Telephone Etiquette.
DUTIES : Receive, re-direct telephone calls, clarifies instructions and notes, and take messages for the senior manager. Type reports, memos, submissions and letters. Make use and maintain office equipment such as fax machines, computers and photocopiers. Use discretion and diligence in managing the diary of the senior manager. Regularly communicate the diary of the senior manager with them. Manage the flow of information and documents to and from the office of the senior manager. Safe guard all documentation in the office of the manager in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and management reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the senior manager. Coordinate leave and telephone accounts for the unit. File documents for the senior manager and the unit where necessary. Procure stationery for the office. Coordinate travel arrangements. Coordinate the signing of documents such as procurement advices and monthly salary reports. Scrutinize documents to determine actions/information/other documents required for meetings. Collect,
compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Collect and coordinate all the documents that relate to the manager’s budget. Provide budget inputs to the manager for determining funding requirements for MTEF submissions. Keep record of expenditure commitments, monitor expenditure and advise the manager of possible over/under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Compare the MTEF allocation with the requested budget and inform the manager of transformations. Identify the need to move funds between items, consult with the manager and compile draft memos of transformations. Remain up to date with regard to prescripts/policies and other documents. Apply prescripts/policies with understanding. Keep abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES

POST 08/130

PERSONAL ASSISTANT TO THE DIRECTOR: CET MONITORING AND EVALUATION (REF NO: DHET 81/02/2018)
Branch: Community Education and Training

SALARY
R226 611 per annum (Level 7)

CENTRE
Pretoria

REQUIREMENTS
A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added.

Advantages

DUTIES
The successful candidate will be responsible for the following duties: Provide administrative support in the managers’ office. Manage and administer the managers’ diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers’ office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

ENQUIRIES

POST 08/131

PERSONAL ASSISTANT TO THE DIRECTOR: INSTITUTIONAL FUNDING (REF NO: DHET 82/02/2018)
Branch: Community Education and Training

SALARY
R226 611 per annum (Level 7)

CENTRE
Pretoria

REQUIREMENTS
A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added.

Advantages

DUTIES
The successful candidate will be responsible for the following duties: Provide administrative support in the managers’ office. Manage and administer the managers’ diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers’ office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.
submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/132 : PERSONAL ASSISTANT TO THE DIRECTOR: BUDGET PLANNING AND MANAGEMENT (REF NO: DHET 83/02/2018)
Branch: Technical and Vocational Education and Training

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the Director’s office. Manage and administer the Director’s diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director’s office by handling all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Director. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/133 : PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCIAL PLANNING AND MANAGEMENT (REF NO: DHET 84/02/2018)
Branch: Technical and Vocational Education and Training

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director’s office. Manage and administer the Chief Director’s diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Chief Director in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director’s office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/134 : PERSONNEL ASSISTANT TO DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (REF NO: DHET 85/02/2018)
National Skills Fund
Directorate: Human Resource Management and Administration

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
**PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT (REF NO: DHET 91/02/2018)**

**Directorate:** Human Resource Management and Development

**SALARY**
R226 611 per annum (Level 7)

**CENTRE**
Pretoria

**REQUIREMENTS**
A Senior Certificate/Grade 12 or NCV certificate (level 4). A recognized 3 year Bachelor's degree/Diploma/NQF level 6 in Human Resource Management will be an added advantage. 3 years Public Service work experience in Performance Management within an HR environment. Good knowledge of drafting performance agreements and conducting performance appraisals, Understanding of Public Service legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives and Circulars. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

**DUTIES**

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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**LABOUR RELATIONS OFFICER (REF NO: DHET 90/02/2018)**

**Directorate:** Labour Relations, Employee Health and Wellness

**SALARY**
R226 611 per annum (Level 7)

**CENTRE**
Pretoria

**REQUIREMENTS**
A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate 3 year degree will be an added advantage with at least 3 years’ relevant experience. An in-depth understanding of Labour legislation, such as the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Service Act, Skills Development Act and Regulations. Public Finance Management Act and Employment of Educators Act, is essential. He/she will need a broad understanding of labour relations issues, plus excellent negotiation and communication skills. Applicants also need to be computer literate and a valid drivers’ licence.

**DUTIES**
The successful candidate will perform the following duties: Take responsibility for all aspects relating to labour relations. Manage disputes resolutions. Conduct investigations. Manage procedures of misconduct, grievance and disputes in the Department. Represent the Department at Conciliation and Arbitration meetings. Offer an advisory service to management and line functions with regard to labour relations matters. Oversee appropriate interventions, awareness and training programmes that will promote and ensure healthy labour relations. Coordinate consultative meetings with organised labour and management in the Department. Seek mandate from management regarding the agenda for tabling at consultative forums. Ensure the correct, fair, consistent and acceptable applications of discipline to employees at all levels. Consistently maintain discipline and grievance case management on a monthly basis.

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

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**DUTIES**
The successful candidate will be responsible for the following duties: Provide administrative support in the Director’s office. Manage and administer the Director’s diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director’s office by handling all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collate and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Director. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

**ENQUIRIES**
Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
agreements and conducting performance appraisals. Facilitate and present in IQMS/PMDS-related workshops and training sessions; coordinate performance moderation sessions; Ensure legislative and policy compliance.

**ENQUIRIES**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/137**: PRACTITIONER: FRAUD PREVENTION (REF NO: DHET 94/02/2018)
Office of the Deputy Director-General: Corporate Services

**SALARY**
R226 611 per annum (Level 7)

**CENTRE**
Pretoria

**REQUIREMENTS**
A Senior Certificate/Grade 12, NCV Level 4 Certificate; An appropriate Bachelor Degree or National Diploma in Forensic Investigation/Law/Forensic Audit/Internal Auditing will be an added advantage with at least 3 years working experience in the prevention and combating of fraud/corruption within the public services or outside the public service. Understanding of the theory and practices of fraud prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Promotion of access to information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No3 of 2000); Prevention and combating of corrupt Activities Act (No12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999), Financial Intelligence Centre Act (FICA) (No 38 of 2001); Prevention of Organized Crime Act (POCA) (No 121 of 1998). SKILL:
Analytical skills, Good communication skills, Computer and data capturing skill, Interviewing skill, Ability to motivate other people; Project Management and Presentation skills. A valid driver’s license.

**DUTIES**
Assist in monitoring implementation of policies and procedures for general operation of the ethics program and its related activities to prevent illegal, unethical or improper conduct. Assist in responding to alleged violations of rules, regulations, policies, procedures and standards of conduct. Assist in maintaining uniform handling of such violations. Implementation of code of conduct and anti-corruption education and awareness programme. Assist in ensuring that employees prioritise moral values for DHET. Register all the cases reported and maintain an updated register of fraud/corruption cases. Analyse cases reported and investigated fraud/corruption cases. Collect evidence that relates to the allegations. Compile reports for review/further processes. Assist in liaising with law enforcement agencies where needed. Assist in liaising with internal stakeholders on issues of ethics and fraud/corruption to direct them to be appropriate channels. Assist in conducting fraud/corruption risk assessment, monitor and report as required. Perform any other duty that may relate to combating fraud/corruption within the Department including Administrative duties of the unit.

**ENQUIRIES**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/138**: SENIOR ADMINISTRATION CLERK: PAYMENT (REF NO: DHET 86/02/2018)
Directorate: Supply Chain Management

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A National Senior Certificate (Vocational) (NCV) Level 4 and Minimum of one (1) to two (2) years’ experience in SCM Environment. Good written and verbal communication skills. Ability to organise and prioritize work. General computer literacy skills and knowledge in Programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Good communication and administrative skills. Knowledge and experience on LOGIS and BAS.

**DUTIES**
Administration of Payment: capture invoices on LOGIS and BAS, submit feedback to supervisor on all invoices still outstanding; Administer GPW account, follow-up on GPW outstanding orders, reconcile GPW statements Monthly; capture requisitions on LOGIS and that the budget codes are correct, monitor bookings for Travel and Accommodation.

**ENQUIRIES**: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/139**: SENIOR ADMINISTRATION CLERK (REF NO: DHET 87/02/2018)
Directorate: Private Higher Education Institutions (Phei)

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of one (1) to two (2) years’ appropriate experience, and a working knowledge of the higher education environment is required. A tertiary qualification will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. Good time-management and organisational skills, as well as excellent interpersonal
and communication skills, both verbal and written, are required. Experience in the use of computer applications such as MS Word, Excel, Outlook and Power-point and proven skills and experience with electronic databases is an important requirement for the position.

**DUTIES**

Safe-keeping of all documents, records and office resources; handling the electronic and physical filing of documents; capturing of accreditation reports; archiving of Directorate’s documents; handling telephonic enquiries; support in the managing of the Directorate’s budget to ensure cost effectiveness; support expenditure control to ensure the effective utilization of funds; support audit queries to supply the Manager with the required information; support monthly private telephone accounts to ensure timely collection and paying in amounts due to the cashier; support in obtaining quotations and complete the request forms/ submissions for ordering of stationery; support the Loss Control Liaison Officer to report all losses in the Directorate to the Loss Control Officer; support in handling matters pertaining to personnel enquiries in the Directorate; support in handling travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective traveling as well as handling of subsistence and travel claims; support in liaising with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.).

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/140**

**CALL CENTRE TEAM LEADER (REF NO: DHET 88/02/2018)**

Chief Directorate: Indlela

Directorate: National Artisan Development

**SALARY**

R152 862 per annum (Level 5)

**CENTRE**

Indlela

**REQUIREMENTS**

National Senior Certificate (Vocational) (NCV) Level 4, A recognised National Call Centre Certificate or equivalent coupled with a minimum of one (1) to two (2) years relevant working experience in a Call Centre as a Team Leader. Programme or course in Team Leadership will serve as an advantage. Knowledge of working in a Skills Development related environment and the execution and implementation of Call Centre operational policies. Knowledge of data gathering and analysis, knowledge of data validation and evaluation. Good communication, planning and organising, problem-solving, analytical, listening, administration, conflict management, time management and people skills, leadership, written and verbal communication, conflict management, administration, coaching, client care and client management, interpersonal and listening skills.

**DUTIES**

Monitor and manage Inbound and Outbound calls in the Call Centre. Logging the nature and the outcome of all calls on the CRM system. Monitors and Coaches the team to ensure quality of service delivered is accurate and is of the required and appropriate standard. Manage the Call Centre team. Communicate information in a timely, accurate and understood manner to all team members. Monitor and implement any Human Resources policies and procedures. Resolve workplace conflicts satisfactorily. Ensure complaints and concerns are resolved or escalated in a timely manner. Proportionately allocate work among Call Centre staff. Create and foster strong interdepartmental relationships. Monitoring performance and productivity standards and identify areas of improvement. Taking departmental disciplinary actions as and when necessary. Compile accurate monthly, quarterly and yearly data reports and as and when required. Handle escalated irate callers in a professional manner, Analyse, organize and critically evaluate information pertaining to data received, Follow-up with SETA’s/INDLELA on any discrepancies and data not received within 24 hours of incident occurring.

**ENQUIRIES**

Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

**POST 08/141**

**CALL CENTRE AGENT EIGHT (8) POSTS (REF NO: DHET 89/02/2018)**

Branch: Skills Development

Chief Directorate: Indlela

Directorate: National Artisan Development

**SALARY**

R127 851 per annum (Level 4)

**CENTRE**

Indlela

**REQUIREMENTS**

National Senior Certificate (Vocational) (NCV) Level 4, A recognised Call Centre Certificate coupled with a minimum of six (6) months to one year working experience in a Call Centre. Knowledge of working in an outbound and inbound Call Centre. Knowledge of data administration and analysis will serve as an advantage. Good communication, planning and organising, computer skills, analytical, listening, administration, time management and people skills. Written and verbal communication skills.

**DUTIES**

Organise and manage activities when attending to stakeholder enquiries so that responses are delivered in a professional manner, Communicate effectively when responding to stakeholders’ requirements so that informed, accurate advice is provided, Answer Calls within 3 rings, Effective
follow-up and communication (Verbal or Written), Dealing with challenging callers in a professional manner, thus promoting a positive DHET/NADSC image and retaining stakeholder goodwill. Analyse, organize and critically evaluate information pertaining to data received, Follow-up with SETA’s/INDLELA on any discrepancies and data not received within 24 hours of incident occurring.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/142 : CAMPUS MANAGERS POSTS (2)

SALARY : R453 246 (Level: 5) Notch R453 246- R772 176
CENTRE : Esayidi Technical and Vocational Education and Training College (TVET)
Kokstad Campus X 1 - REF: NO 02/02/2018
Clydesdale Campus X 1 - REF: NO 03/02/2018

REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF level 7) teacher’s qualification (Minimum qualification: M+3), professionally qualified. Minimum seven (7) years relevant experience in a TVET College of which both NCV and Report 191 classroom teaching experience is essential. Minimum five (5) years of experience in a verifiable management position in a TVET College. Experience in design of internal administration system to ensure sound general administration. Good computer skills (incl. Word, Excel and PowerPoint). Must have Coltech knowledge. Sound report writing & presentation skills. Extensive knowledge of CET Act 16 of 2006, as amended. Valid driver’s license. SACE Certificate or proof of SACE registration.

DUTIES : Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures. Managing Academic and Administrative activities of the Campus. Implement quality management systems, policies and process for monitoring classroom practices, assessment, and moderation and performance records. Maintain effective communication and relations with management, staff, students and parents. Management and ensuring optimal utilization of the Campus academic and physical resources including buildings, assets as well as human resource. Responsible for performance management and development of campus staff. Ensuring the alignment of the Campus resources and the activities with the College Strategic Plan, Annual Performance Plan and Operation Plan. Responsible for ensuring good relations with College stakeholders including businesses, community and social partners. Maintain contact with parents, guardians and sponsors concerning the behavior and performance of students. Contribute to the audit review and monitoring processes related to corporate objectives. Market services and network with Industries.

ENQUIRIES : Mrs Thara Govender 039 684 0140/039 684 0110
CLOSING DATE : 09 March 2018
APPLICATIONS : All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDTI TVET COLLEGE, No 3 Shooter’s Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered

NOTE : Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver’s License and SACE certificate or proof of registration with SACE.

POST 08/143 : ASSISTANT DIRECTOR LABOUR RELATIONS (REF: 04/02/2018)

SALARY : R334 545 (Level 9) Notch R334 545 - R394 035
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF level 6/7) in Labour Relations/Studies/Law with HR or equivalent qualification from a recognized institution. Three (3) to five (5) years of supervisory experience. Traceable experience and knowledge of applicable legislations, BCEA, LRA, Employment of Educators Act, Employment Equity Act, SDA, PFMA, PSA, PSR, POPI, ELRC and PSCBC resolutions. Computer literate with competency in the Microsoft office suit with particular knowledge of excel. Maintain a high level of confidentiality at all times. Good communication and reporting skills both written and verbal. Valid driver’s license.

DUTIES : Perform all duties related to the Labour Relations Office. Conduct preliminary investigations to establish the need for formal disciplinary procedures. Prepare and facilitate disciplinary hearings. Handle all Labour Relations, internal and external Legal matters (Court/CCMA). Ensure formal engagement between Labour and Employer for purposes of consultation and negotiations. Perform HR duties and any other HR Related tasks as directed by the Supervisor. Coordinate and facilitate Labour Relations trainings and workshops. Submit reports timeously
as they may be required by College, Region or DHET. Planning and organizing work efficiently and effectively.

ENQUIRIES: Mrs Thara Govender 039 684 0140/039 684 0110
CLOSING DATE: 09 March 2018
APPLICATIONS: All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter’s Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered
NOTE: Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver’s License and SACE certificate or proof of registration with SACE.

POST 08/144: ASSISTANT DIRECTOR: QUALITY ASSURANCE (REF: 05/02/2018)
SALARY: R334 545 (Level 9) Notch R334 545 - R394 035
REQUIREMENTS: A Bachelor’s Degree / National Diploma in Operations/ Quality Management or an equivalent educational qualification with a certificate in Quality Management. Three (3) to five (5) years of working experience in a quality management environment. A minimum of five (5) years’ experience in an Educational Sector will be an added advantage. Auditing experience of the ISO 9001 Quality Management Systems will be an added advantage. Computer Literacy with competency in the Microsoft office suit with particular knowledge of excel. A valid EB driver’s license.
ENQUIRIES: Mrs Thara Govender 039 684 0140/039 684 0110
CLOSING DATE: 09 March 2018
APPLICATIONS: All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter’s Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered.
NOTE: Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver’s License and SACE certificate or proof of registration with SACE.
DEPARTMENT OF LABOUR

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

CLOSING DATE : 12 March 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 (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 08/145 : DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: HR 4/18/02/38 HO

SALARY : R 657 558 per annum (all inclusive)
CENTER : Directorate: Fleet and Auxiliary Services, Head Office
DUTIES : Develop and manage the implementation of policies and procedures related to Auxiliary Services. Develop and review strategies and policies for the successful implementation of records management in accordance with National Archives Act No 43 of 1996. Manage the bulk photocopy services and waste paper recycling. Manage Messenger and postal/mail services. Manage the cleaning services in Head Office. Monitor and evaluate management and utilization of resources.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
ENQUIRIES : Ms. T Malindzisa, Tel: (012) 309 4647

POST 08/146 : DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: HR 4/18/02/34 HO

SALARY : R 657 558 per annum (all inclusive)
CENTER : Directorate: Fleet and Auxiliary Services, Head Office
REQUIREMENTS : Three (3) year relevant tertiary qualification in Building Environment (Architecture/ Quantity Surveying/ Civil Engineering. Two (2) years management experience Three (3) years functional experience in Facilities Management. Knowledge: Government Facilities Management

**DUTIES**
Manage the building lease hold portfolio of the Department and its budget. Manage Construction project, maintenance and refurbishment projects of the Department and its budget. Establish and Implement the Government Immovable Asset Management Act Requirements. Advise the Department on construction projects to be undertaken, and liaise with the Department of Public Works and related stakeholders to ensure value for money of the project. Design office floor plans and management space planning in accordance with approved norms and standards. Develop, manage and implement Policies and Procedures related to Facilities Management. Manage the resources of the Directorate.

**FOR ATTENTION**
Sub-directorate: Human Resources Operations, Head Office

**APPLICATIONS**
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**ENQUIRIES**
Ms. T Malindzisa, Tel: (012) 309 4647

**POST 08/147**
**DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO:** HR4/4/10/185

**SALARY**
R 657 558 per annum (all inclusive)

**CENTER**
Provincial Office: Western Cape

**REQUIREMENTS**

**DUTIES**
Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the Resources in the sub directorate.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Western Cape

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**ENQUIRIES**
Ms. Z Maimane, Tel: (021) 4418125

**POST 08/148**
**PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO:** HR 4/4/8/159

**SALARY**
R 417 552 per annum

**CENTER**
Provincial Office: Free State

**REQUIREMENTS**

**DUTIES**
Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Bloemfontein

**APPLICATIONS**
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

**ENQUIRIES**
Ms AZ Mantutle, Tel: (051) 5056 347
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

APPLICATIONS: Please forward your application, quoting the relevant reference number and email to the provided email address per position.

ENQUIRIES: Mr Bongi Khanyile TEL: (011) 704 2863

CLOSING DATE: 9 March 2018

NOTE: The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. NB: Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments.

MANAGEMENT ECHELON

POST 08/149

DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES REF NO: MISA/DD: GTS/41

Branch: Technical Support Services

SALARY: R 1370 973 – R 154 4406 Total cost package

CENTRE: Misa Head Office, Centurion

REQUIREMENTS: An undergraduate qualification with preference in either finance, engineering, law, Public Administration, Built Environment or other related and postgraduate qualification (NQF Level 8) as recognized by SAQA and eight (8) to Ten (10) years relevant experience at senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Infrastructure Planning and programme and project Management, Municipal infrastructure planning process, Comprehensive infrastructure plans, Spatial planning and Provincial Growth and Development Strategies, Local socio economic infrastructure, Construction Industry.

DUTIES: The successful candidate will perform the following duties: Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis, Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance, and land use management services with relevant stakeholders, Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.

APPLICATIONS: must be email to: ddgeneraltechsupport@tseleconsulting.co.za

POST 08/150

DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT SUPPORT REF NO: MISA/DD: GIDM/42

SALARY: R 1370 973 – R 1544406 Total cost package

CENTRE: Misa Head Office, Centurion

REQUIREMENTS: An undergraduate qualification with preference in either finance, engineering, law, Public Administration, Built Environment or other related and postgraduate qualification (NQF Level 8) as recognized by SAQA and eight (8) to Ten (10) years relevant experience at senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Government
and Private Sector infrastructure development approaches, Public Private Partnership and other alternative Infrastructure delivery models, Stakeholder management, Infrastructure procurement and contract management, Infrastructure Financing.

**DUTIES:**
The successful candidate will perform the following duties: Coordinate the provision of technical support to municipalities with regard to project management, infrastructure procurement and contract management processes, Coordinate the development and implementation of national framework for contracting Municipal Infrastructure services. Facilitate processes to support innovation and private sector financing on infrastructure and Municipal Infrastructure Grant (MIG)

**APPLICATIONS:** must be email to: ddginfrasctructure@tseleconsulting.co.za

**OTHER POST**

**POST 08/151:** PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PROFE/43

**SALARY:** R 637 875 – R 977 883 per annum (OSD)

**CENTRE:** All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications; however, it will be in MISA’s discretion to deploy candidates in each province according to the provincial needs, both on appointment and during the course of employment.


**DUTIES:** The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.

**APPLICATIONS:** must be email to: profengineers@tseleconsulting.co.za
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS: Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 08/152 : DIRECTOR: INVESTMENT ANALYSIS (REF NO: S001/2018)
Division: Asset and Liability Management (ALM)

SALARY : R948 174.00 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : 5 years’ managerial experience within a financial or banking environment, Degree in Finance, Accounting and Economics as recognized by SAQA, Knowledge and experience of reviewing SOC’s balance-sheets and Advice on government investment strategies for SOC’s to enhance shareholder value for government. PURPOSE: To conduct investment analysis with the aim of assisting National Treasury in the monitoring and evaluation of the financial performance of State Owned Companies (SOC’s); to make recommendations on the appropriate response from National Treasury to SOC’s requests for financial assistance

DUTIES : Promote allocation and utilisation of financial resources, Analysis of all performance, efficiency and solvency indicators, Forecasting of income statements, balance sheets and cash flows, Monitor Infrastructure spending by SOC’s, Analyse the financial impact of SOC’s strategic plans, Promote Corporate Governance and within SOC’s, Monitor financial performance of SOC’s against shareholder compliance, corporate plans, & pre-agreed KPI’s, Promote Policy Reforms within SOC’s, Initiate valuations of SOC’s against Corporate plans and Compile a framework for the disposal of non-strategic assets.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.alm@treasury.gov.za.
ENQUIRIES: Ms Mary-Jane Mothoa 012 395 6714
CLOSING DATE : 12 March 2018 at 12:00

POST 08/153 : DIRECTOR: TREASURY OPERATIONS (REF NO: S005/2018)
Division: Asset and Liability Management (ALM)

SALARY : R948 174.00 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
PURPOSE : To monitor and evaluate Treasury Operations in State Owned Companies (SOCs), and make recommendations pertaining to structures and controls in the monitoring and compliance of the Best Practices Guidelines prescribed in the Regulations.
REQUIREMENTS : 5 years’ experience at middle/ senior managerial level, A Degree in Accounting, Finance or Economics as recognized by SAQA, Knowledge of the Treasury Operations Framework, Knowledge and experience of Treasury Operations Development, Knowledge and experience in financial analysis and assessment of information pertaining to the Treasury Regulations, Knowledge and experience of policy development and interpretation, Understanding of PFMA; Companies Act and other related regulations.
DUTIES : Review Treasury Management in terms of “Best Practices for Treasury Management”, “Enterprise-Wide Risk Management” and “Corporate Governance” as pertaining to Treasury Management, Review the Treasury Operations of SOEs in line with the relevant guidelines, Evaluate the appropriateness of governance and risk management models utilise for Treasuries in individual SOEs, and determine whether adjustments are required to ensure alignment with
Government policy. Engage stakeholders with regard to new amendments to Treasury Operations for implementation.

**APPLICATIONS**  :  National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to: recruit.alm@treasury.gov.za

**ENQUIRIES**  :  Ms Mary-Jane Mothoa 012 395 6714

**CLOSING DATE**  :  12 March 2018 at 12:00

**OTHER POSTS**

**POST 08/154**  :  **DIRECTOR: GENERAL SECTOR (REF NO: S006/2018)**
Division: Asset and Liability Management (ALM)

**SALARY**  :  R948 174.00 per annum (all-inclusive remuneration package)

**CENTRE**  :  Pretoria

**PURPOSE**  :  To maximise returns, exercise financial oversight, participate in policy formulations and influencing the restructuring of targeted SOCs e.g. Pension Administration, Defence Sector and Special re-insurance.

**REQUIREMENTS**  :  5 years’ experience at a middle/ senior management level, A Degree in Accounting, Economics and Business Management as recognised by SAQA, Knowledge and experience in a financial environment or in risk management, Knowledge of financial markets, regulatory frameworks, treasury operations, corporate governance and sector policy strategy.

**DUTIES**  :  Facilitate the restructuring of targeted SOCs, Monitor the financial performance of targeted SOCs, Identify and manage Risks, Research domestic and international trends, best practices and formulate appropriate policy strategies, Evaluate PFMA Section 54 applications, Evaluate and advise on the alignment of SOCs corporate plans to mandates and sectorial policy.

**APPLICATIONS**  :  National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to: recruit.alm@treasury.gov.za.

**ENQUIRIES**  :  Ms Mary-Jane Mothoa 012 395 6714

**CLOSING DATE**  :  12 March 2018 at 12:00
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.

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

**MANAGEMENT ECHELON**

**POST 08/155**: CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE

**REF NO 2018/38 (12 MONTHS CONTRACT)**

**SALARY**: All-inclusive salary package of R1 127 334.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver's Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES**: Manage IAR related data and systems and the integration with wider business; Ensure that the Asset Register is in compliance with GIAMA and Sector Guide; Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP's etc.; Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc; Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Manage projects work plans and revise as appropriate to meet changing needs and requirements ;Report on all projects executed; Ensure appropriate support is provided to the Operation Take Back; Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets.

**ENQUIRIES**: Mr. Swanzie Matthews Tel, (012) 406 2074/ 1143

**FOR ATTENTION**: Ms N.P Mudau

**CLOSING DATE**: 09 March 2018 at 16H00
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

NOTE: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/156: CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO 2018/42
Re-Advertisement
The filling of this position will be biased to the appointment of women as first priorities.
The incumbent will be responsible for managing construction management chief directorate for the Construction Management Branch.

SALARY: All-inclusive salary package of R 1 127 334.00.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIRMENTS: Head Office (Pretoria)
Undergraduate qualification (NQF level 7) in Engineering, Construction Management Architecture, Quantity Surveying or Town Planning as recognized by SAQA. Extensive relevant experiences in the built environment coupled with 5 years managerial experience at Senior Management level. Compulsory Professional Registration with relevant South African Council.
SKILLS: Advanced report-writing and communication skills, Language proficiency, Analytical thinking, Facilitation skills, Strategic planning skills, Time management skills, programme and project management skills. Knowledge and understanding of legislation pertaining to the construction industry e.g. Preferential Procurement Policy Framework Act (PPPPA), client relations, financial management and office management. Ability to effectively and efficiently work under pressure. Ability to meet tight deadlines whilst producing excellent results. Able to establish and maintain personal networks and Willingness to adapt to a tight work schedule in accordance with professional requirement. Drivers licence. Required to travel extensively.

DUTIES: To effectively manage Department’s projects identified for construction or upgrade using Construction Management Methodology. Briefing of Service Providers on well-defined needs and project scope. Perform project planning activities. Manage and control project built environment professionals. Manage and control project designs. Procurement of workers on site. Manage and control project budget and expenditure. Monitoring of the projects under execution. Programming and co-ordination of activities on site. Perform Project Cost Management. Perform Scope Management. Perform Project Human Resource Management (inclusive of payroll management and compliance with legislative requirements). Perform Project Programming (critical path analysis, precedence diagram and Gantt Charts). Generate progress reports. To structure the projects delivery model along IDIP & IDMS methodologies. Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the Professional Services resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. To ensure good corporate governance and management of the Chief Directorate. Provide strategic and management reports. Provide adequate management to the attainment of the department’s strategic objectives. Manage all the resources allocated to the Chief Directorate. Develop and maintain interrelations with stakeholders. Facilitate capacity building initiatives. Compile and present reports on the functioning of the directorate. Incorporate and implement new and innovative ideas on the best practices.

ENQUIRIES FOR ATTENTION: Ms N.P Mudau, Tel (012) 406 1995
CLOSING DATE: 09 March 2018 at 16H00
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

NOTE: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo
full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

**POST 08/157** : DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT (12 MONTHS CONTRACT) REF NO 2018/43

**SALARY** : All-inclusive salary package of R948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES** : Manage the planning and execution of physical verification of land and buildings over a 5 year circle; Manage the planning and execution condition assessment of buildings and significant components over a 5 year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets. undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immovable Asset Register policies contribute to the departments’ strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

**ENQUIRIES FOR ATTENTION** : Mr. Siboniso Sokhela Tel, (012) 406 1143/2043

**CLOSING DATE** : 09 March 2018 at 16H00

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

**NOTE** : General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

**POST 08/158** : DIRECTOR: IAR PROJECTS AND DATA ADMINISTRATION REF NO 2018/47

**SALARY** : All-inclusive salary package of R 948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy. Decision making skills. Ability to work under pressure.
DUTIES: Manage IAR related data and systems and the integration with wider business; Ensure that the Asset Register is in compliance with GIAMA and Sector Guide; Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP’s etc.; Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc; Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Manage projects work plans and revise as appropriate to meet changing needs and requirements; Report on all projects executed; Ensure appropriate support is provided to the Operation Take Back; Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES FOR ATTENTION: Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
CLOSING DATE: 09 March 2018 at 16H00
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

NOTE: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/159 : DIRECTOR: IAR CONCURRENT MANDATE (12 MONTHS CONTRACT) REF NO 2018/48

SALARY: All-inclusive salary package of R 948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS: Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: Ensure the development and implementation of Immovable Asset Register policies and procedures, frameworks & guidelines, norms & standards and strategies at all government spheres; Manage IAR compliance with PFMA, GIAMA, Modified Cash Standard/ GRAP, related prescripts and essential policies and procedures; Provide necessary support, advice and guidance to national, provincial and local government custodians to ensure a compliant IAR and uniformity in the accounting of state immovable assets; Monitor, evaluate and report on the implementation and maintenance of IARs essential policies and procedures Analyse and incorporate deeds download into the National and Provincial IARs; Facilitate the rectification of erroneously vested land parcels by National and Provincial custodians, eg, police stations vested in the name of the Province; Monitor fair value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset guide; Provide support to the Operation Bring Back programme. Successful execution of the IAR Concurrent mandate through continuous interaction with key stakeholders; Facilitate the process of section 42 transfers; Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government); Eliminate all duplications among custodians; Investigate dual ownership and change of registered owner; Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities. Provide advisory support to management on asset register; Manage budget and
expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES: Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 09 March 2018 at 16H00
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

NOTE: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/ her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

POST 08/160: DIRECTOR: IAR CONTROLLER AND REPORTING (12 MONTHS CONTRACT) REF NO 2018/49

SALARY: All-inclusive salary package of R948 174.00 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks; Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements; Monitor and evaluate the effectiveness of IARM policies and procedures; Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the IFS and AFS; Ensure that all capital projects are correctly recorded on the IAR on a monthly basis; Manage de-recognition of replaced assets and ensure that they are de-recognised at a correct value; Manage key stakeholder expectations and customer requirements; Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers; Ensure all improvements to state property are appropriately identified and recorded in the IAR; Ensure that information contained in the IAR enables Itemised Billing; Ensure that changes of User Department and Lease status received from the relevant Business Units are correctly and timeously updated on the IAR; Manage application of Deemed Cost to all properties acquired at no cost; Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets; Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

ENQUIRIES: Mr. Siboniso Sokhela Tel, (012) 406 1143/2043
FOR ATTENTION: Ms N.P Mudau
CLOSING DATE: 09 March 2018 at 16H00
APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
NOTE: General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship. Please note that all shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identifies candidates will be subjected to a government specific competency assessment.

OTHER POSTS

POST 08/161
ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING: PMTE FINANCE AND SCM REF NO: 2018/50 (24 MONTHS CONTRACT)

SALARY: R417, 552.00 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A three (3) year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6) plus appropriate finance experience. Willingness to travel with a valid driver’s licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Knowledge or experience in property and construction asset industry advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES: Assisting in the implementing of efficient and effective finance systems to manage accounts and be able to report on a regular basis. Assist in the development and implementation of audit action plans. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, compliance certificate reporting.

ENQUIRIES: Ms S Stipec, Tel no: (012) 406 1863
APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town 8000
FOR ATTENTION: Ms E Booysen
CLOSING DATE: 09 March 2018

POST 08/162
ASSISTANT DIRECTOR: PMTE: FINANCE AND SCM REF NO: 2018/51

SALARY: R417, 552.00 per annum
CENTRE: Head Office
REQUIREMENTS: A three (3) year tertiary qualification in in Financial Accounting or equivalent qualification plus relevant finance experience with a GRAP practical experience performed. A valid driver’s licence and willingness to travel for official purposes. Knowledge: A candidate must have public sector experience with applied knowledge of the PFMA, Treasury Regulations, and GRAP. SAGE Financial Systems experience will be advantages. Skills: Sound analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES: Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on movable assets, intangible assets and finance leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate’s supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.

ENQUIRIES: Ms S Stipec, Tel (012) 406 1863
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 08/163  :  ASSISTANT DIRECTOR: ADULT LEARNING: HUMAN RESOURCES DEVELOPMENT REF NO: 2018/52

SALARY :  R 417,552.00 Per annum
CENTRE :  Head Office
REQUIREMENTS :  A three (3) year tertiary qualification in (HRD/M) Human Resource Development, Human Resource Management, Public Management, Management Sciences, Social Sciences or relevant qualification (NQF Level6) with experience in the Education and Training environment• ODETPD Certificate will serve as an added advantage• Appropriately experienced in training and development practices Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development• Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD Excellent Computer skills in MS Excel, PowerPoint and MS Words Data analysis techniques Report Writing skills Ability to communicate at all levels Excellent Communication(verbal & written) and Analytical skills Interpersonal relations and the ability to perform under pressure Mentoring and Coaching. Valid driver’s license.


ENQUIRIES :  Mr. S Mwanza, tel. (012) 406 1300
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
CLOSING DATE :  09 March 2018 at 16h00

POST 08/164  :  ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2018/53

SALARY :  R417, 552.00
CENTRE :  Head Office
REQUIREMENTS :  A three (3) year tertiary qualification in (HRD/M) Human Resource Development, Human Resource Management, Public Management, Management Sciences, Social Sciences or any relevant qualification (NQF Level 6) with experience in the Education and Training environment• ODETPD Certificate will serve as an added advantage• Appropriately experienced in training and development practices Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development• Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD Excellent Computer skills in MS Excel, PowerPoint and MS Words Data analysis techniques Report Writing skills Ability to communicate at all levels Excellent Communication(verbal & written) and Analytical skills Interpersonal relations and the ability to perform under pressure Valid driver’s license.

DUTIES :  To conduct a skills audit in the Department To develop the Departmental WSP and National Training Calendar. Submit the WSP and ATR to Line Function SETAs Advise on the implementation of the WSP. Act as a resource person between SETAs and the Department. Co-ordinate the Training Committees Meetings Compile Skills Planning Report Advise on Quality Assurance requirements set by the Line Function SETAs.

ENQUIRIES :  Mr. S Mwanza, tel. (012) 406 1300
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
CLOSING DATE :  09 March 2018 at 16h00
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
NOTE
: 9 March 2018 at 16:00

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. http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 08/165

CHIEF DIRECTOR: ADMINISTRATION (REFERENCE: 3/2/1/2018/078)

Ministry

SALARY

R1 127 334 per annum (Level 14) (all-inclusive package to be structured in accordance with the rules for SMS)

CENTRE

Pretoria/Cape Town (Sessional)

REQUIREMENTS

Degree in Public Management/Public Administration/Business Administration (NQF level 7), BCom Degree. Legal qualification or experience will be an added advantage. 5-10 years' experience at senior managerial level working in administration environment. Knowledge of the following: Research, planning, performance management, financial management, public service administration and prescripts, training and development. Related skills: strategic capability, leadership and management, research, communication (written and verbal) and interpersonal, analytical thinking, problem solving and decision making, presentation, conflict management, project management, financial management. Customer focus. A valid driver's license (code 08). Meeting deadlines. Working under pressure.

DUTIES

Provide technical support services to the Ministry. Manage administration in the Office of the Ministry. This would include, inter alia, the following: Develop and manage the strategic and operational plans of the office of the Executive Authority. Ensure compliance and implementation of Resolutions, Prescripts, Policies and Procedures. Ensure the effective and efficient flow of correspondence/enquiries in the Ministry. Manage all submissions in the Ministry. Manage the budget of the office of the Executive Authority. Manage the human resources in the office of the Executive Authority. Managing meetings at Executive level (Minister's coordinating meeting (MCM). Ensure the efficient and effective utilization of human resources. Ensure that the necessary personnel are recruited and retained within budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to the employees in the office of the Executive Authority. Reporting to the Chief of Staff. Ensure that employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Establish, implement and maintain efficient and effective communication arrangements with employees in the office of the Executive Authority. Oversee and manage the performance management of employees within Ministry. Apply the relevant Public Service and departmental prescripts/policies and other documents. Ensure the correct application of prescripts/policies and procedures within Ministry. Ensure the correct application of procedures and processes application to the office of the Executive Authority. Establish, implement and maintain efficient and effective communication channels with employees in the office of the Executive Authority. Perform sessional duties in Cape Town as required.

APPLICATIONS

The Department of Rural Development and Land Reform has launched the E-recruitment website. Interested applicants are invited to apply via the website. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx.

NOTE

Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the

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DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 08/166  :  ASSISTANT DIRECTOR: BIDS (REFERENCE: 3/2/1/2018/066)
Directorate: Demand and Acquisition Management Services

SALARY :  R334 545 per annum (Level 9)
CENTRE :  Pretoria

DUTIES :  Manage the acquisition of goods and services effectively and efficiently. Prepare tender/bid documents for collections by prospective bidders. Liaise with client offices to ensure that briefing and evaluation sessions are conducted in line with applicable prescripts. Ensure that Bids/Tenders are awarded within the initial bid validity period. Ensure adherence to Supply Chain Management Policy and delegations of authority as well as standard operating procedures. Quality assure bids/tenders to be advertised to ensure such is legally compliant. Prepare bid negotiation memorandum as and when required by the bid evaluation committee. Provide training to staff to ensure compliance. Implement and monitor internal control measure to ensure compliance with policies and procedures of the Department. Ensure that bids/tenders are advertised in the relevant platforms i.e government tender bulletin, ePortal and DRDLR website etc. Assist in the preparation of management information, statistics and reporting on Bids. Ensure that credible Bid evaluation reports are compiled and presented to the National Bid Adjudication Committee. Update Bids/Tenders register continuously.

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

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

POST 08/167  :  PERSONNEL AND SALARY CONTROLLER (REFERENCE: 3/2/1/2018/079)
Directorate: Persal Control

SALARY :  R334 545 per annum (Level 9)
CENTRE :  Pretoria
REQUIREMENTS :  National Diploma in Human Resource Management / Public Administration / Public Management. 3 years of experience in supervisory level within relevant working environment. The following certificates will be regarded as additional requirements to the qualification: Introduction to Persal, Personnel Administration, Salary Administration and Persal Controller's course. Knowledge of PERSAL system as far as concerned the operation and capabilities thereof. PERSAL and knowledge of the System Change Control (SCC). Related skills: Computer literacy, Interpersonal, Communication, Organizational, Analytical, Financial Management, Knowledge Management, Problem solving and Microsoft Excel skills. A valid driver's license (code 08).

DUTIES :  Manage Persal in their respective components. Ensure compliance with PERSAL policy and procedure. Conduct information sharing sessions with PERSAL users. Coordinate steering committee meetings Provincial and National. Monitor the interactions between users and supervisors/ revisers. Ensure that the linking between the users and supervisors / revisers is done in line with the policy. Give support to users and supervisors. Ensure training of PERSAL users. Keep database of all PERSAL users. Account for the effective utilization of the Persal system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw user’s reports and analyze. Attend National Treasury steering committee meetings. Monitor and ensure that the departmental manuals are properly compiled and updated. Compile departmental manuals and keep them updated. Consult manuals with stakeholders. Communicate approved manuals with stakeholders. Ensure that transactions on
the suspense file are authorized in line with the source documents. Conduct inspections in all provinces. Draw reports, do audits and report any discrepancies identified. Conduct desktop audits. Ensure clean audit report. Evaluate and recommend to the Persal Controller, changes to the system in line with the System Change Control (SCC). Evaluate all submitted SCC request against the policy and recommend to the PERSAL Controller. Register the approved system change controls on PERSAL. Monitor progress and avail feedback and keep database up to date.

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

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


Directorate: Rural Enterprise and Industrial Development:

SALARY : R281 418 per annum (Level 8)

CENTRE : Free State (Lejweleputswa District)


DUTIES : Facilitate the support for Agricultural Enterprises in line with Agricultural Policy Action Plan (APAP). Conduct area situational analysis and mapping of enterprise development initiatives in the district. Coordinates formation of partnerships in enterprise development. Facilitates and coordinate access to development finance based on sustainability and business principles to advance rural enterprise and industrial development. Facilitates the research and development of feasibility and due diligence studies for rural enterprises. Facilitate the support for Non-Agricultural Enterprises in line with Industrial Policy Action (IPAP). Facilitates the research and development of feasibility and due diligence studies for the agricultural and non-agricultural enterprises. Facilitate deployment of Agricultural graduates on rural farms. Provide support to deployed agricultural graduates. Facilitate the research and development of feasibility studies and business plans for the rural enterprises. Coordinates and/ compile enterprise business plans. Analysis of developed business plans to identify any gaps or shortfalls. Conduct feasibility and due diligence studies for rural enterprises. Monitor the implementation of the business plan. Outlined the key issues that need to be carried out. Monitoring of the actual execution of the business plan in line with planned activities. Facilitate skills development opportunities for rural Enterprises. Do skills audit of the project members? Organize the necessary training required. Facilitate job creation opportunities in rural communities. Support enterprises that will eventually create jobs in the rural areas. Facilitate market linkages in support of rural enterprises. Identification of market opportunities for rural enterprises. Facilitates contractual relations of market and rural enterprises.

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

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


Directorate: Operational Management

SALARY : R281 418 per annum (Level 8)

CENTRE : Eastern Cape

REQUIREMENTS : Bachelor's Degree in Social Science/Economics or Humanities. 2 years’ experience in a related field. Knowledge in development management including strategic management. Knowledge of research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in Land Reform and development related issues. Knowledge of at least three local African languages will be an added advantage. Project Management skills.
Negotiation skills. Contract management skills. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for service providers. A valid driver's license (code 08). Willingness to travel, to spend extended periods in the field and work irregular hours.

**DUTIES**


**APPLICATIONS**

The Department of Rural Development and Land Reform has launched the E-recruitment website 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 Indian and White females and Persons with disabilities are encouraged to apply.

**POST 08/170**

**PROVISIONING CLERK (REFERENCE: 3/2/1/2018/065)**

Office of the Surveyor General

**SALARY**

R152 862 per annum (Level 5)

**CENTRE**

Mpumalanga (Nelspruit)

**REQUIREMENTS**

A Grade 12 certificate or equivalent. 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 legislature framework governing the Public service. Basic knowledge of work procedure in terms of the working environment. Planning and organizational skills. Computer literacy skills. Communication skills (written and verbal) Interpersonal skills and flexibility. Team work. Working under pressure. Meeting deadlines.

**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 Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issues 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 registers databases. Receive request for goods from end user. Issue goods to end-user. Maintain good register. Update and maintain register of suppliers.

**APPLICATIONS**

The Department of Rural Development and Land Reform has launched the E-recruitment website 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
**DEPARTMENT OF WATER AND SANITATION**

| APPLICATIONS | Centre Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda |
|--------------| Centre Belville: Please forward your applications quoting the reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532, or hand deliver to No. 3 Blanckenberg Road, Sigma Building, Bellville. For attention: Mr B Saki. |
| Centre: Durban: Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager Human Resources |
| Centre Port Elizabeth: Please forward your application quoting the reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer |

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<tr>
<th>POST 08/171</th>
<th>CHIEF DIRECTOR: LEGAL SERVICES REF NO: 090318/01</th>
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<tr>
<td>Branch: Corporate Management</td>
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| SALARY | R1, 127 334 per annum (All-inclusive salary package), (Level 14) |
| CENTRE | Pretoria (Head Office) |
| REQUIREMENTS | An LLB/B Proc Degree (NQF level 7) or equivalent Law Degree. Admission as an Attorney or Advocate in terms of Legal Practice Act 28 of 2014. Five (5) to ten (10) years practical experience in Legal environment of which five (5) years should be at Senior Management level. Knowledge and practical application experience of business management principles, strategic planning, resources allocation and human resources. Knowledge of advanced law (general, constitutional, administrative, laws of contract, legislation and international law). Knowledge of the following legislations; The Public Service Act and regulations, Public Finance Management Act, Promotion of Administrative Justice and the Promotion of Access to Information Act. Knowledge of the Water Service Act and the National Water Act will be an added advantage. Good communication skills, analytical thinking, development skills. Interpersonal skills, strategic capability and leadership. Practical experience in policy development, strategic legal framework of the Department and litigation. Programme and Project management. Financial, change and knowledge management. Service Delivery Innovation (SDI). Excellent problem solving skills, analysis, management and empowerment. Client orientation and customer focus. Accountability and ethical conduct. |

| DUTIES | Develop a strategic legal framework for all legal processes in the Department. Develops guidelines for compiling reports on legal process and Tribunal appeals. To render legal support in all legal matters for and against the Department in appeal cases. Provide legal opinion on the departmental legal matters. Manages the departmental litigation process and coordinates stakeholder involvement. Provide corporate legal advice and process on a range of issues related to the Department’s functions. Provide corporate law reform initiative related to and emanating from the Department. Provide the law reform initiatives related to and emanating from the Department. Ensures the finalization of departmental legislation through consultation with |

**ANNEXURE O**

| CLOSING DATE | 9 March 2018 Time: 16H00 |

| NOTE | Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA).  “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts |

| MANAGEMENT ECHELON | |

**POST 08/171**

**CHIEF DIRECTOR: LEGAL SERVICES REF NO: 090318/01**

**Branch: Corporate Management**

| SALARY | R1, 127 334 per annum (All-inclusive salary package), (Level 14) |
| CENTRE | Pretoria (Head Office) |
| REQUIREMENTS | An LLB/B Proc Degree (NQF level 7) or equivalent Law Degree. Admission as an Attorney or Advocate in terms of Legal Practice Act 28 of 2014. Five (5) to ten (10) years practical experience in Legal environment of which five (5) years should be at Senior Management level. Knowledge and practical application experience of business management principles, strategic planning, resources allocation and human resources. Knowledge of advanced law (general, constitutional, administrative, laws of contract, legislation and international law). Knowledge of the following legislations; The Public Service Act and regulations, Public Finance Management Act, Promotion of Administrative Justice and the Promotion of Access to Information Act. Knowledge of the Water Service Act and the National Water Act will be an added advantage. Good communication skills, analytical thinking, development skills. Interpersonal skills, strategic capability and leadership. Practical experience in policy development, strategic legal framework of the Department and litigation. Programme and Project management. Financial, change and knowledge management. Service Delivery Innovation (SDI). Excellent problem solving skills, analysis, management and empowerment. Client orientation and customer focus. Accountability and ethical conduct. |

**DUTIES**

Develop a strategic legal framework for all legal processes in the Department. Develops guidelines for compiling reports on legal process and Tribunal appeals. To render legal support in all legal matters for and against the Department in appeal cases. Provide legal opinion on the departmental legal matters. Manages the departmental litigation process and coordinates stakeholder involvement. Provide corporate legal advice and process on a range of issues related to the Department’s functions. Provide corporate law reform initiative related to and emanating from the Department. Provide the law reform initiatives related to and emanating from the Department. Ensures the finalization of departmental legislation through consultation with
State Law Advisors, stakeholders and submission to the Minister for direction. Manage resources, i.e. financial and human resources.

ENQUIRIES : Mr Squire Mahlangu, tel 012 336 8792

OTHER POSTS

POST 08/172 : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 090318/02
SD: Corporate Management

SALARY : R657 558 per annum (All-inclusive salary package), (Level 11)
CENTRE : Bellville

DUTIES : Manage and provide support in the following disciplines: Human Resources, Information and Technology, Administration, Communication, Occupation Health and Safety, Safety and Security including General Registry Management. Assist with the development and implementation of strategic plan. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Expert advice on human resource information implementation to managers. Monitor policy implementation. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Implement according to delegations. Compile Corporate Services. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Manage corporate support in the Region.

ENQUIRIES : Ms L Peter 021 941 6207

POST 08/173 : SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 090318/03
SD: Financial Management (WTE)

SALARY : R 281 418.00 per annum (Level 8)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Supply Chain Management, Logistics, Purchasing Management or relevant qualification. Three (3) to five (5) years relevant experience in Supply Chain Management administration environment. Good communication skills and Good presentation skills. Supervisory skills. Knowledge of financial legislations. Knowledge of SAP. Knowledge of GAAP. Knowledge of basic financial management and PFMA. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Knowledge Management. People and Diversity Management. Customer orientation, Analytical skills, interpersonal, financial, good communication (verbal and written) skills, computer literate, planning and organizing and problem solving skills.

DUTIES : Render demand and acquisition support. Provide effective provisioning of logistical support services. Administer the provision of tender services and contract management. Ensure maintenance of asset register on SAP and facilitate asset disposals process. Administer the payment process of goods receipt for the goods and services acquired. Manage inventory store. Supervise human resource. Ensure that financial procedures are observed in the section. Compile and submit monthly and quarterly reports.

ENQUIRIES : Ms L Rahman (021) 941 6156
POST 08/174

SENIOR HUMAN RESOURCE PRACTITIONER: HR TRANSACTIONS AND INFORMATION MANAGEMENT: REF NO: 090318/04
DIV: Human Resources Administration

SALARY: R281 418 per annum (Level 8)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years’ experience in the field of Human Resource Management. Extensive knowledge and understanding of Public Service, collective agreements and other related legislation. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. Excellent verbal and communication skills, thorough knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances. Computer literacy and a valid driver’s license.

DUTIES: The supervision of pension administration unit, implementation of GEPF regulations and processes. Maintenance of database regarding conditions of service related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff.

ENQUIRIES: Ms S. Mbongwa, Tel: 031- 336 2819

POST 08/175

DRIVER / MESSENGER NATIONAL WATER RESOURCES INFRASTRUCTURE REF NO: 090318/05
DIV: Southern Operations - Administration (WTE)

SALARY: R 127 851.00 per annum (Level 4)
CENTRE: Port Elizabeth
REQUIREMENTS: Applicants must be in possession of a Grade 12 certificate with one (1) to three (3) years’ experience in Driver/ Messenger services. A valid driver’s License. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES: Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files. Collecting of mail.

ENQUIRIES: Ms. P Adonis 041 508 9778
OTHER POSTS

POST 08/176 : ASSISTANT MANAGER NURSING SPECIALITY STREAM REF NO: Reeves/002588
Directorate: Nursing Division: Child Nursing Department

SALARY : R 546 315 00 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Nursing Science. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Computer literacy will be added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in – service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms. O. Khumalo, Tel (011) 488 3633
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
NOTE : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

CLOSING DATE : 09 March 2018

POST 08/177 : ASSISTANT DIRECTOR: HUMAN RESOURCE INFORMATION MANAGEMENT, REF NO: Reeves/002599
Directorate: HRA&M, Subdirectorate: Human Resource Information Management

SALARY : R334 545 per annum (plus Benefits)
CENTRE : Central Office – Johannesburg
REQUIREMENTS : Three (3) year Degree or National Diploma in Information Technology/Information Management or any relevant qualification – with five (5) years proven experience in application development and database design and management, or a Grade 12 Certificate with ten (10) or more years of relevant experience. A well organised, accurate, detailed, and analytical strategic thinker. Project management skills, statistical analysis skills, advanced report writing ability and presentation skills. Ability to communicate at all levels. Advanced computer literacy and advanced knowledge of Microsoft tools (MS Access; MS Excel, MS PowerPoint, and Ms Word) are prerequisite and
will be tested as part of the interview process. Knowledge of the PERSAL system, the VULINDLELA system and the BAS are recommended. Experience in and knowledge of the public sector will be an advantage. Possession of a valid driver’s licence will be an advantage.

**DUTIES**: Develop, implement, and maintain a human resource information warehouse utilising the industry’s best practices. Keep abreast of and proactively advise management of developments in the field. Provide leadership (strategic and technical) and expertise in the daily running of the unit. Request and prepare PERSAL system data monthly, and as per request. Automate and distribute reports, periodically, throughout the GDoH for strategic purposes. Reconcile the human resource data with information originating among/from the PERSAL system, the VULINDLELA system, and the BAS. Utilise available human resource data to facilitate HR Planning processes for the department. Take part in, guide, and lead the human resource section in the regular intra- and inter-department multi-discipline projects on information gathering and dissemination. Resolve data integrity flaws in and maintain accurate and reliable data of the GDoH’s PERSAL data. Oversee and manage the human capital, finances, assets, etc. in the unit.

**ENQUIRIES**: Mr. L Lepele, Tel: (011) 355 3120

**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

**NOTE**: 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**: 09 March 2018

**POST 08/178**: HUMAN RESOURCE OFFICER, REF NO: REFS/002600

**CENTRE**: R226 611 per annum (plus Benefits)

**REQUIREMENTS**: Central Office, Johannesburg

**DUTIES**: Three year Degree/Diploma in HR or Public Management or Information Management with 2 years relevant experience in the PERSAL HR Information or Staff Establishment OR Grade 12 Certificate with 5 to 10 years’ relevant experience in the PERSAL HR Information or Staff Establishment. Knowledge of related Human Resources procedures is essential. Ability to interpret and assist in implementation of policies, procedures, regulations and other legislative HR frameworks. Logical thinking, good planning, effective problem solving and good communications skills are essential. Advanced Microsoft Suite (Access, Excel, Word and PowerPoint) – knowledge of which, will be tested as part of the interview process.

**ENQUIRIES**: Mr. L. Lepele – (011) 355-3120

**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

**NOTE**: 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**: 09 March 2018

**POST 08/179**: CONDOM LOGISTICS OFFICER, REFERENCE NO: REFS/002601

**CENTRE**: R226 611 per annum (Plus benefits)

**REQUIREMENTS**: Central Office, Johannesburg


**DUTIES**: Participate in the development of National HIV Conditional Grant Business Plans and District Plans. Develop strategic and operational plans and design budget in line with PFMA and DORA. Ensure condom distribution at HTA/Key Population and other intervention sites. Implementation of the programme in line with National and Provincial Strategic Plan on HIV & STI and TB for 2017 – 2022. Coordinate implementation of policy guidelines and standard operating procedures
on condom distribution. Ensure procurement of both male and female condoms. Ensure availability and constant supply of condoms to public, private and other facilities including primary condom distribution sites. Monitor condom distribution through peer educators at non-medical sites including institutions of higher learning. Assess monthly distribution figures, investigate and take appropriate action where there is decrease in condom distribution. Collaborate with National Department of Health on condom distribution, key population and other health related issues. Facilitate training and update health care providers/workers and other stakeholders on condom distribution through Regional Training Centre. Collaborate with health promoters, government and nongovernmental departments, private and other sectors on condom distribution. Monitor condoms through District Health System (DHIS) and Logistic Management Information System (LMIS). Monitor implementation of Standard Operating Procedures (SOP) on condom distribution at all levels of care. Monitor finances of the programme. Conduct monitoring and evaluation and give support to all intervention sites. Compile monthly, quarterly and annual reports.

ENQUIRIES: Ms. Nomvula Nyandeni, Tel: (011)3553244/0716055397
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,
NOTE: NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za
CLOSING DATE: 09 March 2018

POST 08/180: FINANCIAL CONTROLLER (REVENUE) REF NO: HRM 15/2018
Directorate: Finance
SALARY: R226 611 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 Certificate and National Diploma/Degree in financial Management/ Accounting or equivalent qualifications; A minimum 3-5 years’ experience within budget. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of BAS and SAP. Ability to apply Treasury Regulations, PFMA and other related prescripts. Knowledge of budget and expenditure processes. A valid driver’s license. Ability to supervise. Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing.
DUTIES: Supervision of Budget section. Do preparation and allocation of the Annual Budget. Capture the budget allocated on BAS as per inputs. Assist with the monitoring of revenue and expenditure for the hospital. Clearing all contril accounts and monitoring the movements within the suspense account. Request the monthly BAS reports and prepare the Monthly Expenditure Quarterly reports (for cost center managers). Early Warning Report/ In Year Monitoring Expenditure reports for the hospital. Petty Cash Administration, Supervision of Accounts payable. Ensure that the SAP and BAS reconciliation is done on monthly basis. Ensure that accruals are managed and exceptional reports are cleared. Report on monthly basis, deviations on expenditure in line with the budget to cost center managers. Ensure that the systems of Financial Management and internal controls are in place.
ENQUIRIES: Ms N Mampane (012) 354 3747
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications
CLOSING DATE: 09 March 2018

POST 08/181: ADMINISTRATION CLERK LEVEL 5 (X5 POSTS) REF NO: 002593
Directorate: Patients Affairs Unit
SALARY: R152 862 – R180 063 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Minimum of Grade 12. Computer literacy (capturing, processing e-mail, internet). 18-months experience of Admin services. (Patients Affairs experience will be an added advantage). Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be an added advantage.
DUTIES: Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and
ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 March 2018

POST 08/182: FINANCE CLERK REF NO: HRM 16/2018
Directorate: Finance

SALARY: R152 862 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 Certificate and National Diploma/Degree in Financial Management/Accounting or equivalent qualifications: A minimum of at least six (6) months finance related experience in hospital environment. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of BAS and SAP. Ability to apply Treasury Regulations, PFMA and other related prescripts. Knowledge of budget and expenditure processes. Ability to work under pressure and be prepared to work after hours where necessary. Other Skills: Good interpersonal and communication skills


ENQUIRIES: Ms N Mampane (012) 354 3747
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications

CLOSING DATE: 09 March 2018

POST 08/183: PRINCIPAL PORTER LEVEL 4 (X1 POST) REF NO: 002594
Directorate: Patients Affairs Unit

SALARY: R127 851 – R150 606 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Minimum of Grade 12. 5-years’ experience of portering services in a health environment. Good writing and verbal communication skills. Problem solving skill. Good interpersonal skills. Batho Pele Principles. Telephone etiquette. Ability to work under pressure and be prepared to work shifts.


ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
book or apply online at www.gauteng.gov.za. PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 March 2018

POST 08/184: MESSENGER LEVEL 2 (X2 POSTS) REF NO: 002596
Directorate: Patients Affairs Unit

SALARY: R90 234 – R106 290 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Minimum of Grade 10 (original certified report / transcript of not more than 3 months). 6-months experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested.

DUTIES: Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO’s and order books. External: collection and distribution of mail to Johannesburg and Pretoria. Assist with other duties as instructed by the supervisor.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 March 2018

POST 08/185: PORTER LEVEL 2 (X4 POSTS) REF NO: 002595
Directorate: Patients Affairs Unit

SALARY: R90 234 – R106 290 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital


DUTIES: Accompanying patients on wheelchairs and patients trolleys. Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards. Ensure that stretchers and wheelchairs are collected from corridors and washed daily. Removing deceased persons from the wards to the mortuary. Completion of the ambulance book with patient’s details. Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.
ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. PLEASE NOTE: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 March 2018

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: All applicants must apply online at www.gautengonline.gov.za. Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID and submit to: No.35 Rissik Street, Surrey House Building, Johannesburg, 2001
FOR ATTENTION: Ms. Vivien Khanye, Tel no: 011 355 2720
CLOSING DATE: 09 March 2018
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 08/186: DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: 002597
Directorate: Provincial Archives, Library and Information Services.
SALARY: R 948 174 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: The successful candidate must have a grade 12 plus a 3 year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA or Higher Diploma in Archival Services or Library and Information Services. 5 years of experience at a middle/senior managerial level. 5-10 years of experience in Archives, Library and Information Services. A valid driver's license. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.
DUTIES: Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be
more appropriately preserved by another institution, with due regard to the need to document aspects of the province’s experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and co-ordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management, and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions and the lending of records. Organize training programmes in various disciplines of archives administration and records management. Approve applications for records classifications systems and disposal of records.

**ENQUIRIES**

Ms. Vivien Khanye, Tel. 011 355 2720

**PROVINCIAL TREASURY**

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

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**APPLICATIONS**

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

**CLOSING DATE**

9 March 2018

**ENQUIRIES**

Ms Bulelwa Mtshizana, 011 227-9000

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**MANAGEMENT ECHELON**

**POST 08/187**

DIRECTOR: RISK AND COMPLIANCE AUDIT (5 YEAR FIXED TERM CONTRACT)

Directorate: Gauteng Audit Services

**SALARY**

R 948 174.00 per annum (all- inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Should be in possession of a relevant B.Com Degree or equivalent (NQF Level 7). A professional qualification e.g. CIA/CA qualification would be an added advantage. At least seven years’ experience in internal audit with five years middle or senior management experience required.
DUTIES: Client relations management. Preparation of a strategic “business plan” for the sub unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three year rolling plan for each department in the sub unit, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Management of a long-term strategic risk based audit plan based on sub unit specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the departments. Quarterly review of long-term plans – achievements, amendments, etc. will be done. Liaising with and reporting to the Audit Committees. Detailed knowledge of the Public Finance Management Act (PFMA) other relevant legislation. Knowledge of international developments and standards in these areas.
APPLICATIONS: Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 09 March 2018

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

MANAGEMENT ECHELON

POST 08/188: DIRECTOR – SECURITY SERVICES REF NO: DAC 28/18

SALARY: All-inclusive package of R947 174.00 per annum (Salary level 13) Salary Range: R947 174.00-R1 116 918.00 per annum

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification [NQF7] in security service or equivalent qualification, coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to criminal Procedures Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Manage security services and ensure the development and implementation of policies and procedures related to security in the Department. Manage the provision of administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Ensure the provisioning of efficient security system. Render advice and support to the office of the MEC on security related matters. Coordinate security awareness programmes and develop disaster management plans in the Department. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr NP Chonco: Tel. 033 264 3400
### OTHER POSTS

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<tr>
<th>POST 08/189</th>
<th>DEPUTY DIRECTOR – ASSET MANAGEMENT REF NO: DAC 29/18</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>All-inclusive package of R657 558.00 per annum (Salary level 11) SALARY RANGE: R657 558.00- R774 576.00 per annum</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office, Pietermaritzburg</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate Bachelor’s Degree/ three (3) year relevant tertiary qualification in Supply Chain Management/Financial Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/ Assistant Director. Knowledge of Public Service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, HardCat, BAS, SCM Framework Act, GAAP and GRAP. Good work ethics, honesty, reliability and team work. Knowledge of project management, research and policy development. Good office administration, planning and organizational skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy [MS Word, Excel, PowerPoint, etc.]. Valid code 8/EB driver’s license.</td>
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<td><strong>DUTIES</strong></td>
<td>Manage fixed asset register for the Department. Maintain an accurate fixed asset register and monthly reconciliation between BAS and HardCat. Monitor development, implementation and continuous review of policy. Manage asset disposal process. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Mr GB Ngcobo: Tel. 033 264 3400</td>
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<tr>
<th>POST 08/</th>
<th>DEPUTY DIRECTOR – SECURITY SERVICES REF NO: DAC 30/18</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>All-inclusive package of R657 558.00 per annum (Salary level 11) Salary Range: R657 558.00- R774 576.00 per annum</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office, Pietermaritzburg</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate Bachelor’s Degree/ three (3) year relevant tertiary qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/ Assistant Director. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to Criminal Procedure Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Render and coordinate security services and ensure the development and implementation of policies and procedures related to security in the Department. Render administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Advise on the provisioning of efficient security system. Render advice and support to the management on security related matters. Drive security awareness programmes and develop disaster management plans in the Department. Manage all resources allocated to the office. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).</td>
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<td>Mr JM Mtshali: Tel. 033 264 3400</td>
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<th>POST 08/190</th>
<th>DEPUTY DIRECTOR – UMZINYATHI DISTRICT REF NO: DAC 31/18</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>All-inclusive package of R779 295.00 per annum (Salary level 12) Salary Range: R779 295.00- R917 970.00 per annum</td>
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<td><strong>CENTRE</strong></td>
<td>Western Regional Office, Ladysmith</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate Bachelor’s Degree/ three (3) year tertiary qualification in public administration/ management or related field , coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.</td>
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DUTIES : Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the district. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)

ENQUIRIES : Dr BE Mpungose: Tel. 033 264 3400

DEPARTMENT OF HEALTH
Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

MANAGEMENT ECHELON

POST 08/191 : MEDICAL SPECIALIST - (GRADE 1, 2, 3) X 2 POSTS REFERENCE NUMBER: GS 3/18
Component – Obstetrics and Gynaecology

SALARY : Grade 1 – R991 857.00 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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology
Grade 2 – R1134 069.00 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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
Grade 3- R1316 136.00 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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynecologist Knowledge, Skills, Training and Competency Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology Posses knowledge and skills in managing patients with pelvic floor problems. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics

DUTIES : Key Performance Areas: Participate in the delivery of 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills

ENQUIRIES : Dr T.D Naidoo : Tel No : 033 8973292
FOR ATTENTION : Mrs. M. Chandulal
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 3/18. 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)).

CLOSING DATE : 9 March 2018

OTHER POSTS

POST 08/192 : MEDICAL OFFICER GRADE 1, 2 OR 3 (1 POST) REF NO: SAP 01/2018

SALARY : All-inclusive packages
Grade 1 – R736 425.00 - R793 341.00
Grade 2 – R842 028.00 - R920 703.00
Grade 3 – R977 199.00 - R1 221 723.00 Other Benefits: Rural Allowance. Commuted Overtime (subject to prior approval)

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Grade 1: Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections.

Grade 2: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years’ experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Certificate of service endorsed by Human Resources.

Grade 3: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years’ experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Skills: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.

DUTIES : Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.

ENQUIRIES : For the Above Post Should Be Directed To: Dr Ne Manci @ (039) 833 8000/8002

FOR ATTENTION : Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

APPLICATION : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver’s Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. “People
with disabilities should feel free to apply” The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 09 March 2018

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

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

CLOSING DATE : 09 March 2018

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

OTHER POSTS

POST 08/193 : DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT) (REF. NO. P 12/2018)

SALARY : R657 558 per annum (all-inclusive remuneration package)

CENTRE : Head Office, Pietermaritzburg

decision making and risk management skills. Driving and communication (written and verbal) skills. People management and leadership skills. Ability to work under pressure. Time management, language and listening skills. Presentation and interpersonal relations skills. The ideal candidate should be proactive, have commitment, honesty and integrity. He / she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional.

DUTIES
Provide support with the preparation and consolidation of the branch business plans, operational plan, procurement plan, etc. Administer general personnel and financial administration matters of the branch. Administer, prepare and control the budget of the branch. Manage stakeholders and the office of the Deputy Director-General. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

ENQUIRIES
Ms F Sithole 033 – 355 8870

FOR ATTENTION
Mr C McDougall

NOTE
It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

POST 08/194
ASSISTANT DIRECTOR: PUBLIC TRANSPORT POLICY (PUBLIC & FREIGHT TRANSPORT) (REF. NO. P 13/2018)

SALARY
R417 552 per annum

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS

DUTIES
Provide input on the development of public and freight transportation policies, strategies and frameworks in line with national and provincial transport legislation. Provide input on the development of non-motorised transport policies, strategies and infrastructural development. Co-ordinate the development of empowerment strategies and policies on public transport services. Supervise staff.

ENQUIRIES
Mr M Mnomiya Tel. No.: 033 – 355 8691

FOR ATTENTION
Ms HS Masango

NOTE
It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.
The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

APPLICANTS: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

FOR ATTENTION: Mr. G Mathebula, HR Provisioning.

CLOSING DATE: 15 March 2018

NOTE: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

POST 08/195: DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY M1/001

SALARY: Salary: An all-inclusive remuneration package of R 948 174 per annum. The package can be structured according to the individual’s personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing mathematics, science and technology education as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of maths, science and technology. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES: Promote the development and implementation of curriculum and programmes for mathematics, science and technology curriculum in the General- and Further Education and Training band.
Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for Mathematics, Science and Technology (MST). Ensure the effective delivery of policy, programmes and systems for MST in the GET band and MST in the FET band. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

**ENQUIRIES**

Ms LH Moyane, Tel (013) 766 5155

**POST 08/196**

**DIRECTOR: DISTRICT MANAGEMENT M1/002**

**SALARY**

Salary: An all-inclusive remuneration package of R 948 174 per annum. The package can be structured according to the individual’s personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

**CENTRE**

Gert Sibande District Office, Ermelo

**REQUIREMENTS**

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver’s license.

**DUTIES**

Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, cluding the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES**

Mr M Lushaba, Tel (013) 766 5864
POST 08/197 : DIRECTOR: DISTRICT MANAGEMENT M1/003

SALARY : Salary: An all-inclusive remuneration package of R 948 174 per annum. The package can be structured according to the individual’s personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE: Ehlanzeni District Office, Kanyamazane

REQUIREMENTS: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver’s license.

DUTIES: Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, cluding the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

ENQUIRIES: Mr M Lushaba, Tel (013) 766 5864

POST 08/198 : DIRECTOR: DISTRICT MANAGEMENT M1/004

SALARY : Salary: An all-inclusive remuneration package of R 948 174 per annum. The package can be structured according to the individual’s personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE: Ehlanzeni District Office, Kanyamazane
**REQUIREMENTS**

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

**DUTIES**

Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, cluding the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES**

Mr M Lushaba, Tel (013) 766 5864

**OTHER POSTS**

**POST 08/199**

**DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/005**

**SALARY**

Salary: R 453 246 per annum.

**CENTRE**

Nokaneng Circuit Office, Hammanskraal

**REQUIREMENTS**

An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education-and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with a wider spectrum of role players. Good oral and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education-and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with a wider spectrum of role players. Good oral and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

**DUTIES**

Monitor implementation of curricular, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12.
increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816

POST 08/200 : DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/006

SALARY : Salary: R 453 246 per.annum.

CENTRE : Lubombo Circuit Office, Hoyi

REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms JT Dlamini, Tel (013) 766 0508

POST 08/201 : DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT M1/007

SALARY : Salary: R 453 246 per.annum.

CENTRE : Agincourt Circuit Office, Agincourt Trust, MP Stream

REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE

DUTIES : Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management , leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly
attendence of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Mr T Magoane, Tel (013) 766 7410

POST 08/202 : EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT M1/010

This is a re-advertisement of Post Ref. No: K11/154 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per annum.

CENTRE : Osizweni Special School (SID), Leslie

REQUIREMENTS : An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

DUTIES : Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

ENQUIRIES : Mr MP Nkosi, Tel (017) 801 5077, Ms G Motau, Tel (017) 801 5097.

POST 08/203 : EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT M1/011

This is a re-advertisement of Post Ref. No: K11/157 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per annum.

CENTRE : Masinakane Special School (SID), Mbibane

REQUIREMENTS : An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

DUTIES : Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

ENQUIRIES : Ms M Masilela, Tel (013) 947 1816.

POST 08/204 : EDUCATION THERAPIST GRADE 1: SPEECH THERAPIST (SCHOOL BASED): SPECIAL SCHOOL M1/012

This is a re-advertisement of Post Ref. No: K11/165 previously advertised in the website of the DPSA dated 25 August 2017. Interested applicants should re-apply.

SALARY : Salary: R 281 148 per annum.

CENTRE : Silindokuhle Special School (SID), Mangweni, Kwalugedlane

REQUIREMENTS : An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE.
Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

**DUTIES**

Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

**ENQUIRIES**

Ms JT Dlamini, Tel (013) 766 0508.
ANNEXURE T

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE

The North West Department of Finance 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.

APPLICATIONS: Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. Applications should be submitted on time. Applications received after the closing date will not be accepted.

NOTES: Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

CLOSING DATE: 09 March 2018 at 16H00

POST 08/205: CHIEF REVENUE ANALYST (SL12)
Chief Directorate: Macro-Economic Analysis and Fiscal Policy
Directorate: Fiscal Policy Management

SALARY: R779, 295 all-inclusive salary package pa (Salary Scale R779, 295 – R917, 970)

CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. Eight (8) years’ relevant experience in government budgeting of which a minimum of 4 years must be at supervisory/ junior management level. Code 08 drivers’ license is a necessity. Willingness to travel and work extra hours. Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act and any other related Financial Acts. Oral and written communication skills. Quantitative and analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft Word, Excel and PowerPoint. Report writing skills. Competency in evaluating written reports.

DUTIES: Coordinate the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Ensure the coordination, evaluation and compile of monthly and quarterly revenue reports. Critically analyse revenue collection for inclusion in the IYM monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Manage and ensure the implementation of Provincial Revenue Enhancement Strategy (PRES). Ensure that departments review the tariff structures annually as well as maximisation of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Perform other administrative duties within the Directorate.
ENQUIRIES : Ms. B Pule Tel: (018) 388 5369
POST 08/206 : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT - MFMA (SL12)
Chief Directorate: Municipal Financial Management
Directorate: Municipal Budget and Reporting

SALARY : R779, 295 all-inclusive salary package pa (Salary Scale R779, 295 – R917, 970)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance/ Supply Chain Management or equivalent NQF 6 qualification. Eight (8) years relevant experience in Public Sector of which two (2) years in local government and 4 (four) years on a supervisory/ junior management level. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations. Knowledge of Municipal and Government operation. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.

DUTIES : Implement Supply Chain Management reforms in all delegated municipalities and to play an oversight role in provincial departments. Ensure compliance with the MFMA and all related SCM frameworks by municipalities. Set complimentary standards within the parameters as set by National Treasury and the relevant SCM frameworks. Assist with coordinating and managing the establish of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurement plans. Monitor and report on policy outcomes. Analyse information from municipalities and compile reports for stakeholders. Access and identify capacity gaps. Provide technical assistance and training with regard to SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor, Evaluate & report on compliance with Supply Chain Management Regulatory Framework. Support the Director in the management and operations of the Directorate.

ENQUIRIES : Ms. L Nengovhela Tel: (018) 388 1852
POST 08/207 : ASSISTANT DIRECTOR: ASSET MANAGEMENT (SL10)
Directorate: Provincial Asset Management
Sub directorate: Physical Asset Management

SALARY : R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma/Advance Certificate in Finance/ Accounting/ Asset Management or equivalent NQF 6 qualification. Six (6) years’ experience in either private or public sector asset management of which three (3) years must be on a supervisory level. A valid driver's license is a necessity. Knowledge of Financial Management & Systems, asset management framework, risk management framework, provisioning administration, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPF Act), Generally Recognised Accounting Principles (GRAP), Government Supply Chain policies. WALKER system knowledge and experience will be an added advantage. Problem solving and analytical skills. Supervisory and managerial skills. Conflict resolution. Strong interpersonal and communication skills. System and process understanding. Performance and results orientated. Honesty and integrity. This is a very challenging post, which requires a self-driven, well-motivated person with strong Managerial, Technical, Communication, Analytical, Negotiation and Investigative skills.
DUTIES : The incumbent will be responsible to coordinate and enforce the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, (PFMA, PPPFA, Treasury Regulations) and keep abreast with new developments. Provide technical support on the application of GRAP to Provincial Public Entities and Provincial Legislature. Assist Provincial Departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Provide technical support to Provincial Departments and Public Entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for senior management. Assist departments on the development of immovable asset management plans and facilitate the section 42 transfers between user departments and the Department of Public Works. Ensure that provincial departments perform and manage asset physical verification processes. Analyse provincial departmental asset audit reports, and ensure that all exceptions are investigated and corrected. Perform generic management functions.

ENQUIRIES : Mr O Mduli Tel: (018) 388 3231

POST 08/208 : SENIOR ACCOUNTING OFFICER (SL10)
Chief Directorate: Municipal Financial Management
Directorate: Municipal Financial Monitoring and Support

SALARY : R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 6 qualification. Six (6) years relevant experience in Municipal Finance. A valid driver’s licence. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.

DUTIES : Oversee the implementation of municipal accounting reforms in line with accounting standards. Provide technical support and training to municipal officials. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Promote sound financial management practices by municipalities. Support the Unit Manager in the management and operations of the Unit.

ENQUIRIES : Ms. Sadia Malik Tel: (018) 388 2327

POST 08/209 : MUNICIPAL SCM PRACTITIONER (SL10)
Chief Directorate: Municipal Financial Management
Directorate: Municipal Budget and Reporting

SALARY : R417, 552 per annum (Salary Scale R417, 552 – R491, 847)
CENTRE : Mmabatho

workshops, give training and present policies. The ability to produce written material such as reports.

**DUTIES**

Assist with coordinating and managing the establishment of functional municipal supply chain management structures. Provide guidance on tender processes and bid systems. Assist with coordinating and managing the performance of contractors and service providers. Provide guidance on the development and implementation of procurement plans. Provide guidance on the maintenance of tender documents. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Support the Deputy Director in the management and operations of the Directorate.

**ENQUIRIES**

Ms. M Ledingoane Tel: (018) 388 4442

**POST 08/210**

**ASSISTANT DIRECTOR: INTERNAL AUDIT SUPPORT (SL10)**

Chief Directorate: Provincial Internal Audit
Directorate: Audit Support

**SALARY**

R417, 552 per annum (Salary Scale R417, 552 – R491, 847)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a National Diploma or Advanced Certificate in Accounting/Internal Audit or equivalent NQF 6 qualification. Six (6) years’ relevant experience of which three (3) must be at supervisory level. Experience must preferably be in an audit background and sufficient experience in providing secretariat work at a high level. Ability to communicate well in English, written and verbal. Good writing skills. Ability to conceptualize and accurately summarise and capture discussions. General managerial and administrative skills. Ability and willingness to work under pressure and meet strict deadlines. A general knowledge and understanding of the Audit Committee functioning as well as the structure and operation of the Provincial Government. General knowledge of government policies. Ability to establish priorities with strong organizational skills. Computer literacy, especially in Ms Word, Excel, Power Point and the Internet. Integrity, sound judgement and discretion in dealing with secret and confidential matters. Good interpersonal skills and the ability to work successfully in a team.

**DUTIES**

Provide administrative and committee secretariat support to the Audit Committee structures of the North West Province. Timeous operation and collation of agenda and other documentation in consultation with the committee chairpersons, Audit Management and departmental officials. Writing minutes and preparing reports emanating from meetings. Monitoring the implementation of decisions/directives/resolutions by the departments. General correspondence and administrative duties pertaining to secretariat support to the Chairperson and Cluster Committee structures. Co-ordinate meeting schedule and related arrangements. General managerial/supervisor responsibilities within the Directorate. Assist with audit projects during lean period of Committee tasks.

**ENQUIRIES**

Ms. M Wilson Tel: (018) 388 1403

**POST 08/211**

**SENIOR INTERNAL AUDITOR – RISK BASED AUDITS (ASSISTANT DIRECTOR) (SL10)**

Chief Directorate: Provincial Internal Audit
Directorate: Risk Based Audits

**SALARY**

R417, 552 per annum (Salary Scale R417, 552 – R491, 847)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a National Diploma or Advanced Certificate in Accounting/Internal Audit or equivalent NQF 6 qualification. Six (6) years’ relevant experience of which three (3) must be at supervisory level. A valid driver’s license is essential. A professional or postgraduate degree or studies towards a CA/CIA or relevant post graduate degree will be an added
advantage. Extensive knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.

**DUTIES**

Assist in the preparation of a three year strategic plan and annual audit coverage plan for a department – provide inputs for and review/update risk assessment documents. Manage the audit projects, budgeted time and audit team as planned. Compile quality and value adding reports with appropriate recommendations. Responsible for quality assurance of all audit work performed. Review audit projects for adherence to the IIA Standards. Appraise and develop subordinates.

**ENQUIRIES**

Mr. T Sekoboane Tel: (018) 3881582

**POST 08/212**

**ASSISTANT DIRECTOR: DEPARTMENTAL RISK MANAGEMENT**

Sub Directorate: Departmental Risk and Internal Control (Risk Management)

**SALARY**

R334, 545 per annum (Salary Scale: R334, 545 – R404, 121)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Six (6) years’ relevant experience. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.

**DUTIES**

Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, and Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial function. Ensure compliance with all prescripts, frameworks, regulations and guidelines. Perform any other duties that may be expected from time to time.

**ENQUIRIES**

Mr. V Rampou Tel: (018) 388 3767

**POST 08/213**

**ASSISTANT DIRECTOR: DEPARTMENTAL INTERNAL CONTROL MANAGEMENT**

Sub Directorate: Departmental Risk and Internal Control (Internal Control)

**SALARY**

R334, 545 per annum (Salary Scale: R334, 545 – R404, 121)

**CENTRE**

Mmabatho

**REQUIREMENTS**


**DUTIES**

Develop and maintain a written compliance policy, which sets out and communicates the organizations’ commitment, philosophy, and approach
to compliance, as well as what is expected of all employees. Facilitate the review, and assess and monitor implementation of all the departmental policies as well as financial/HR delegations. Evaluate and make recommendations for enhancement/improvement of departmental processes/checklists/systems/templates and participate in the development and monitoring of the implementation of internal control systems. Assist with coordination of departmental internal and external audits, and monitor implementation of audit recommendations. Investigate and ensure that effective internal control systems are in place to prevent and detect unauthorized, irregular, and fruitless and wasteful expenditure. Manage and report on disclosure of employee financial interests in line with the relevant prescripts. Manage applications for remunerative work outside public service. Maintain the gifts register. Perform duties as an Ethics Officer and provide reports to the Ethics Champion. Manage resources (physical, human and financial).

ENQUIRIES: Mr. R Soofie Tel: (018) 388 3266

POST 08/214: ASSISTANT DIRECTOR: TRANSPORT MANAGEMENT (SL9)
Directorate: Financial Management
Sub directorate: SCM: Logistics

SALARY: R334, 545 per annum (Salary Scale: R334, 545 – R404, 121)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma or Advance Certificate in SCM/Logistics Management/Transport Management or equivalent RQF 6 qualification. Six (6) years’ experience in Transport Management of which at least 3 years must be on supervisory level. Valid driver’s license. Knowledge on Transport Policy, Public Management Finance Act, BCEA, Labour Relations Act and Public Service Act. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.


ENQUIRIES: Mr. V Mammen Tel: (018) 388 4060

POST 08/215: INTERNAL AUDITOR (RISK BASED AUDITS) (SL8) (3 POSTS)
Chief Directorate: Provincial Internal Audit
Directorate: Risk Based Audits

SALARY: R281, 418 per annum (Salary Scale: R281, 418 – 331,497)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Accounting/Internal Audit or equivalent NQF 6 qualification. A completed IAT qualification will be an added advantage. Two (2) years’ experience if in possession of an IAT qualification or three (3) years’ experience if not in possession of an IAT qualification. Experience must be relevant in risk based auditing. A valid driver’s license is essential. An added advantage would be studies towards a CIA. Knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. Report writing and communication skills. Ability to work in a team. Computer literacy. Time Management.

DUTIES: Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports.
Documenting field work. Assisting in ensuring effective and efficient audits. Keep time records. Give guidance to junior team members.

ENQUIRIES: Mr. T Sekoboane Tel: (018) 3881582

POST 08/216: HR PRACTITIONER: PMDS (SL 8)
Directorate: Human Resource Management & Development
Sub directorate: HR Administration and Employment Practices

SALARY: R281, 418 per annum (Salary Scale R281, 418 – R331, 497)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in HRM/ Public Administration/ Public Relations or equivalent NQF 6 qualification. Four (4) Years relevant experience. Knowledge of personnel and related issues. In depth knowledge of Performance Management. Understanding of Personnel procedures, policies and regulations. Ability to interpret and apply regulations and/ or procedures. Computer Literacy. Good Presentation and facilitation skills. Ability to work independently. Knowledge of Persal and performance management functions.


ENQUIRIES: Ms. H Venster Tel: (018) 388 3485

POST 08/217: PERSONAL ASSISTANT [SL7]
Chief Directorate: Macro-Economic Analysis and Fiscal Policy

SALARY: R226, 611 per annum (Salary Scale: R226, 611 – R266, 943)
CENTRE: Mmabatho
REQUIREMENTS: Grade 12 with four (4) years relevant experience OR a National Diploma/ Advanced Certificate in Office Management/ Secretarial with two (2) years relevant experience rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.

DUTIES: Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyze and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinize documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant
role-players, and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.

**ENQUIRIES**

: Mr. M Mogoane Tel no: (018) 388 4410
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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

MANAGEMENT ECHELON

POST 08/218: MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS AND CHILD HEALTH) (12 MONTHS CONTRACT)

SALARY: Grade 1: R 991 857 per annum,
Grade 2: R 1 134 069 per annum,
Grade 3: R 1 316 136 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Pediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: A valid (Code E/EB) driver’s licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Paediatrics. An interest in academic development preferably proven by previous academic activities. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

DUTIES: key result areas/outputs: Provide service delivery in the Department of Paediatrics and Child Health. Render clinical service by supporting and strengthening TB and HIV services in the community in the Metro East region of Cape Town as well as in- and out-patient management of children in the infectious diseases, general paediatrics and paediatric allergy divisions, as well as teaching and research as per the job description.

ENQUIRIES: Dr G Marinus, tel. no. (021) 938-5752 or Prof H Rabie, tel. no. (021) 938-9197

APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION: Ms V Meyer

CLOSING DATE: 9 March 2018
OTHER POSTS

POST 08/219: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)

SALARY: R 657 558 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Groote Schuur Hospital, Observatory


DUTIES: Key result areas/outputs: Explore and implement new ways of delivering services that contribute to the improvement of institutional processes. Create mechanisms to encourage innovation and creativity within functional area e.g. improved strategies for People Management and other support structures. Develop action plans to execute strategic initiatives through systems thinking approach. Change Management. Initiate and support organisational change in order to successfully implement new initiatives as per institutional mandate. Design internal work processes to improve customer service. Functional Performance Areas. Provide professional and specialised advice to Groote Schuur Hospital Managers and Staff regarding all aspects relating to People Management, ensure efficient application of policies, practices and processes. Provide inputs with regard to the compilation and control of the personnel budget in conjunction with the Finance section within the Institution. Create a culture of continuous learning and development. Apply a performance management approach to all aspects related to People Management. Human Resource Management and supervision of staff.

ENQUIRIES: Dr B Patel, tel. no. (021) 404-3178
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: N Mbilini
CLOSING DATE: 9 March 2018

POST 08/220: DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT

Chief Directorate: General Specialist and Emergency Services

SALARY: R 657 558 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Worcester Regional Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate three-year Degree/Diploma (or equivalent) qualification. Experience: Appropriate experience in Human Resource Management and/or Facility Management. Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Ability to lead, innovate and drive change. Ability to work in a team. Note: Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

DUTIES: Key result areas/outputs: Ensure effective and efficient management of all aspects of Human Resources Management, including Labour
Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including: waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Worcester Hospital senior management team.

**ENQUIRIES**: Ms E Vosloo, tel. no. (023) 348-1113

**APPLICATIONS**: The Chief Director: General Specialist and Emergency Service, Private Bag X15, Parow, 7500.

**FOR ATTENTION**: Ms G Owies

**CLOSING DATE**: 9 March 2018

**POST 8/221**: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT
Chief Directorate: General Specialist and Emergency Services

**SALARY**: R 657 558 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Worcester Regional Hospital

**REQUIREMENTS**: Minimum educational qualification: Appropriate 3-year degree or diploma. Experience: Extensive and proven experience in Financial Management and/or Accounting and/or Supply Chain Management fields. Managerial and supervisory experience pertaining to Finance or Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and understanding of the Treasury Regulations, Public Finance Management Act requirements and the delegations regarding the Accounting Officer System. High level of computer literacy (Microsoft Office package). Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team complying with due dates. Strong technical financial skills, including report-writing according to prescripts and standards. Knowledge of Financial Management Systems, Budget Administration and Accounting Processes. Note: Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.

**DUTIES**: Key result areas/outputs: Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial and performance data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board’s finances. Ensure efficient and responsive procurement processes within the hospital.

**ENQUIRIES**: Ms E Vosloo, tel. no. (023) 348-1113

**APPLICATIONS**: The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**: Ms L Koopman

**CLOSING DATE**: 9 March 2018

**POST 08/222**: ASSISTANT MANAGER: NURSING (SPECIALITY: PAEDIATRICS AND NEONATOLOGY)

**SALARY**: R 546 315 (PN-B4) per annum

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year
accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child’. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management skills. Good organisational skills and the ability to function in a team and under pressure. Strong leadership and good interpersonal communication skills. Note: Please note that competency may be tested as part of the interview process. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for management and co-ordination of clinical nursing care in the Pediatric and Neonatology units of the hospital. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Support or deputise for the deputy manager nursing, and support the Nursing department and the institution.

ENQUIRIES : Ms F Baartman, tel. no. (021) 938-4055

APPLICATIONS : the Chief Director, Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 9 March 2018

POST 08/223 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)

Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018/2019. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a 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 specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical
knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. 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 Occupational Health Clinical Services at institutional level (promoting Health, safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient Administration System/Control for the Occupational Health Clinic. Participate in training programmes in conjunction with Human Resources Development and Training Departments as required. Monitor and evaluate programmes of Occupational Health and Safety goals and targets, including the collection, collation, validation and interpretation of statistical data.

ENQUIRIES : Ms E Linden-Mars, tel. no. (021) 918-1276
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
FOR ATTENTION: Ms A Dyers
CLOSING DATE: 9 March 2018
POST 08/224: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Eden District

SALARY: Grade 1: R340 431 (PN-B1) per annum,
Grade 2: R418 701 (PN-B2) per annum

CENTRE: Oudtshoorn Sub-district

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. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a 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 after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Ability to communicate in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Note: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application..."
for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**DUTIES**

(key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

**ENQUIRIES**

Ms L Muller, tel.no. (044) 272-7686/2

**APPLICATIONS**

To the Eden District Office, Private Bag X 6592, George, 6530

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

9 March 2018

**POST 08/225**

ASSISTANT DIRECTOR: LABOUR RELATIONS  
Chief Directorate: Metro District Health Services

**SALARY**

R 334 545 per annum

**CENTRE**

Klipfontein/Mitchells Plain Sub-structure Office

**REQUIREMENTS**

Minimum educational qualification: An appropriate three year (Diploma/Degree) qualification in Labour Relations. Experience: Extensive experience in Labour Relations in Public or Private Sector. Inherent requirement of the job: Valid (Code EB/B) driver’s licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal and good time management planning skills. Ability to think analytically, knowledge of statistics, application thereof and problem solving. Understanding collective bargaining and dispute resolution in the essential services. Note: No payment of any kind is required when applying for this post.

**DUTIES**

(key result areas/outputs): Give expert advice and support regarding variety of labour relations issues to IMLC and Management. Monitor, coordinate and control labour relations processes. Deal with conflict, dispute settlements and handle grievances. Facilitate training at institutions. Ensure optimal supervision of staff.

**ENQUIRIES**

Mr A Pretorius, tel. no. (021) 370-5034

**APPLICATIONS**

The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

**FOR ATTENTION**

Mr RS Jonker

**CLOSING DATE**

9 March 2018

**POST 08/226**

SOCIAL WORKER GRADE 2 TO 4

**SALARY**

Grade 2: R 278 784 per annum,  
Grade 3: R 341 322 per annum,  
Grade 4: R 419 784 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: Bachelor’s Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work weekends and public holidays in all hospital departments, trauma
and medical emergency. Competencies (knowledge/skills): Knowledge of
the psycho-social implications of illness and disease. Ability to function
within the multi-disciplinary team and under pressure. Good
administrative skills and Computer literacy. Knowledge and experience
in crisis intervention work. Knowledge and therapeutic skills regarding
illness, trauma and loss. Knowledge and skills in training. Knowledge and
experience of social work in a tertiary Hospital. Fluency 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 efficient, effective and accountable
social work services in the hospital. Therapeutic skills in working with
illness, trauma and loss. Participate in training and development. Execute
social work administration tasks. Deliver efficient relief social work and
general support service. Willingness to work in any department in the
hospital. Crisis intervention.

**ENQUIRIES**

Ms M de Jager, tel. no. (021) 938-4164/5684

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3,
Tygerberg, 7505.

**FOR ATTENTION**

Ms V Meyer

**CLOSING DATE**

9 March 2018

**POST 08/227**

ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT:
PATIENT ADMINISTRATION (IN- AND-OUT-PATIENTS)

**SALARY**

R 152 862 per annum

**CENTRE**

Groote Schuur hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in a Fees or Hospital environment.
Inherent requirement of the job: Willingness to work shifts and cover for
colleagues in areas. Competencies (knowledge/skills): Computer literacy.
Good communication and interpersonal skills. Ability to accept
accountability, responsibility and work independently. Ability to work
under pressure. Strong sense of confidentiality. Knowledge of the
following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom and
Finance Instructions. Note: No payment of any kind is required when
applying for this post.

**DUTIES**

Key result areas/outputs: In-patient and out-patient administration
functions according to PGWC policies and procedures. Clinicom, Billing
and other PGWC system computer duties. Various reception tasks or
tasks assigned by immediate Supervisor from time to time. Responsible
for handling, receiving of public money, cash collection and banking of
State money. Admit, transfer and discharge In-and-Outpatients, patients
as per PGWC Hospital Fees policies and procedures, including attending
to patient queries (verbal, written and telephonically). Debit charge
entries to invoices as per UPFS and PGWC billing procedures, including
ICD10 capturing.

**ENQUIRIES**

Ms B Katzen, tel. no. (021) 404-4486/Mr MZ Bardien, tel. no. (021) 404-3278

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N Mbiliini

**CLOSING DATE**

16 March 2018

**POST 08/228**

ADMINISTRATION CLERK: SUPPORT

Overberg District

**SALARY**

R 152 862 per annum

**CENTRE**

Overberg District Office, Caledon

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate administrative experience. Competencies
(knowledge/skills): Good interpersonal, conflict management and
communication skills in at least two of the three official languages of the
Western Cape. Ability to work independently as well as in a team. Knowledge of office administration practices. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Good planning and organisational and problem solving skills. Professional appearance and approach. Maintain high confidentiality and professionalism. Note: No payment of any kind is required when applying for this post. Computer typing and language proficiency tests may be required.

**DUTIES**: Key result areas/outputs: Office administration. Organise meetings, control agendas and record minutes. Type general correspondence and keep a filing system. General administration duties, typing of quarterly reports, complete monthly and quarterly statistics. Good financial record keeping and stock control. Support Information and Quality Assurance Assistant Directors.

**ENQUIRIES**: Ms R Zondo, tel. no. (028) 214-5804

**APPLICATIONS**: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

**FOR ATTENTION**: Ms A Brits

**CLOSING DATE**: 16 March 2018

**POST 08/229**: ADMINISTRATION CLERK: REGISTRY

**SALARY**: R 152 862 (Level 5) per annum

**CENTRE**: Institution: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum education qualification: Senior (or equivalent) Certificate.
Experience: Appropriate experience of Medical Records and Registry Services. Inherent requirements of the job: Willingness to work shifts and overtime when required. Must be willing to rotate and relief personnel. Competencies (knowledge /skills): Computer literacy. Proficiency 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.


**ENQUIRIES**: Ms M Xontana, tel. no. (021) 938-4512

**APPLICATIONS**: The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**: Ms V Meyer

**CLOSING DATE**: 16 March 2018

**POST 08/230**: DRIVER (LIGHT DUTY VEHICLE)

Overberg District

**SALARY**: R 90 234 per annum

**CENTRE**: Hermanus Hospital

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid (code B/EB) driver’s licence. Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. The ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, inspections for defects on vehicles. Safe driving skills. Note: No payment of any kind is required when applying for this post.

**DUTIES**: (key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<table>
<thead>
<tr>
<th>POST 08/231</th>
<th>HOUSEHOLD AID (2 POSTS)</th>
<th>Chief Directorate: General Specialist and Emergency Services</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R 90 234 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Alexandra Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in Household/cleaning environment in a hospital environment. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays, night duty. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to Housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control. Adhere to food management policies and practices and the serving of meals to patients. Note: No payment of any kind is required when applying for this post.</td>
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<tr>
<td>DUTIES</td>
<td>(key result areas/outputs): Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing, refuse removal. Perform general household aid duties such as control of cleaning and household equipment, and the care and control of linen. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures.</td>
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<tr>
<th>POST 08/232</th>
<th>CLEANER (3 POSTS)</th>
<th>Chief Directorate: Metro District Health Services</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R83 766 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Mossel Bay Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Minimum requirements as a Cleaner in a health environment. Inherent requirements of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, day and night duty. Rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.</td>
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<tr>
<td>DUTIES</td>
<td>(key result areas/outputs): Responsible for cleaning duties in wards, refuse handling. Linen management and maintenance of general neatness and hygiene in the area. Effective and safe handling and storage of equipment. Serve meals and beverages to patients on ward level. Promote quality assurance, infection control and occupational Health and Safety within the Department. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues.</td>
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SALARY : R 83 766 per annum

CENTRE : Post A: Gugulethu Community Health Centre (1 post),
          Post B: Crossroads Community Day Centre (1 post),
          Post C: Heideveld Community Day Centre (1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Competencies
                 (knowledge/skills): Good communication and interpersonal skills. Ability
to communicate effectively in at least two of the three official languages
of the Western Cape. Nope: No payment of any kind is required when
applying for this post.

DUTIES : (key result areas/outputs): Provide a clean and hygienic environment to
         prevent the spread of infection. General cleaning and maintenance (i.e.
dusting, sweeping, vacuuming, polishing, scrubbing and mopping).
         Effective utilisation of cleaning materials and equipment. Ensure that
         cleaning equipment is clean after usage and securely stored. Effectively
         use cleaning agents and stock as well as elementary stock control.
         Responsible for general hygienic and safe environment in terms of
         standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Post A: Mr M October, tel. no. (021) 637-1280/1305
            Post B: Ms R Malan, tel. no. (021) 385-3031
            Post C: Ms A Allie, tel. no. (021) 637-8036

APPLICATIONS : Post A: The Facility Manager: Gugulethu Community Health Centre, NY3,
                Gugulethu, 7750.
                Post B: The Facility Manager: Crossroads Community Day Centre, Conor
                       Of Intsikizi and Gwayi Street, Old Crossroads, 7750.
                Post C: The Facility Manager: Heideveld Community Day Centre,
                       Heideveld Road, Heideveld, Athlone, 7764.

FOR ATTENTION : Post A: Mr M October. Post B: Ms R Malan. Post C: Ms A Allie.

CLOSING DATE : 16 March 2018