PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2018
DATE ISSUED: 09 MARCH 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 SOCIAL DEVELOPMENT: kindly note that post Social Work Policy Manager Grade 1 advertised Vacancy Circular 03 dated 19 January 2018 has been withdrawn and also the post of Deputy Director: Policy Development advertised Vacancy Circular 06 dated 09 February 2018, the requirement has been added: Registration as Social Worker with the South African Council for Social Service Professions (SACSSP).

PROVINCIAL TREASURY (WESTERN CAPE): Kindly note that the post of System Manager: PT 2018-01 with the closing date of 19 March 2018 published in Vacancy Circular 90, the duties and competencies have been amended to: Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI’s); Public sector SCM legislation and policy frameworks; Public sector Personnel Management; SITA Act; SAQA and NQF legislation; SCO; Experience in the following: Co-ordination of financial system training & change management; System data analytics; People management; Budgeting skills; Computer literate MS (Word, Excel, PowerPoint, Internet, Email). Duties: To manage the monitoring and reporting and reporting on financial management system’s performance, processes and other systems; To manage the rendering of effective technical and strategic
support (help desk); Accountable for the development, implementation and refinement of a risk management framework to assess security and veracity of data; Accountable for the development, implementation and refinement of a financial operational model that enforces good governance practices; Manage the execution and co-ordination of all new implementations and re-implementations of LOGIS; Responsible for the management of roll-out of all major functionalities on transversal systems.ii).
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### PROVINCIAL ADMINISTRATIONS

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GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICANTS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

FOR ATTENTION: Ms Mapule Mahlangu – Recruitment

CLOSING DATE: 26 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-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

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<th>SENIOR MANAGER: ICT APPLICATIONS (SM/ICT APPL/2018/03-1P)</th>
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<td>SALARY</td>
<td>R948 174 - R1 116 918 per annum (All-Inclusive package)</td>
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<td>REQUIREMENTS</td>
<td>A recognized B Degree (BSc Computer Science or Bcom Information Systems) (NQF 7) or an appropriate three year tertiary qualification (NQF 7) in similar profession as recognized by SAQA. Business Analysis; Programming; System Analysis; Testing and Release Management qualifications will be an advantage. A minimum of eight (8) years ICT Application Management experience which include extensive experience in outsource environments and management of application development life cycle, of which five years should be at a middle / senior</td>
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managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Maintaining collaborative relationships. Managing business processes. Providing trusteeship and governance. Working towards a project management culture. Ensuring service centered service. Managing the service provider supply chain. Setting standards and assuring quality. Managing team performance. Creating team spirit. Providing motivational support. Influencing people and events. Planning and managing resources. Adhering to business ethics. Problem solving and analysis. Working towards an integrated service. Embracing change and service development. Embracing continuous improvement. Network Environment: Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Data Centre: Knowledge of mainframe, Citrix, HP Superdome and Wintel data centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Procurement: Knowledge of best practice in procurement of hardware and software and related ICT Services. Customer and Personal Service: Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant both internally and externally. Service Level Management: Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Legislative Environment: Knowledge of laws, precedents, and government regulations around Government Finance (i.e. PFMA), SITA Act, Electronic Communications Act, etc. Business Continuity: Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery. Project Management: Knowledge of Prince or PMBOK project management methodology. Core Software Knowledge of Natural Adabas; Oracle; Linux; Java; J2EE; and CVS change management software

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Lead and guide Assume responsibility for all aspects of being a Process Owner for Applications to set the desired standards and continuously improving where possible. Implement and monitor achievement of an effective Operational Plan to ensure the implementation of the broader GPAA ICT strategy. Manage, coordinate and oversee the daily operational activities and projects of the Applications Maintenance; Applications Testing, Applications Development and Application Release to ensure that ICT Business Applications teams function effectively and efficiently. Participate on various GPAA Committees to provide ICT Applications input and advice where needed. Recruit, manage and develop all staff within the ICT Applications team and build a spirit of cooperation to ensure rapid resolution of incidents and delivery of applications projects. Work collaboratively with CIO to build an appropriate Applications Strategy and Architecture. Applications Service Management. Act as a single point of contact for the business units to ensure incident resolutions and eradication of problems identified through root-cause analysis. Have oversight on daily operations such as backups, call logs and Business Applications Performance to ensure sound service delivery. Ensure that the Applications are robust, reliable and flexible to cope with expansion of business and user needs. Ensure that all services are within the SLA to ensure excellent end-user experience. Provide best practice advice on the installations, maintenance and de-installation of ICT Applications to solve business problems. Regularly (Monthly) report on performance, costs, functionality and quality of ICT Applications services to CIO and GPAA ICT Management Committee. Procurement and Licensing Management. Cooperate with CIO to develop and maintain an annual asset maintenance and replacement plans to input into capital expenditure budget. Maintain ICT Applications assets registers (detailing application configuration and associated software products) and perform regular verification to ensure integrity of assets reflected in financial records. Applications Risk management and internal controls. Cooperate with the Risk Manager; External Auditors and/or Internal Audit Manager to identify, monitor and manage ICT Applications risks to develop and implement appropriate mitigation strategies. Ensure that GPAA is appropriately insured against unforeseen events, losses, and damages, to recover business applications where required as part of the overall business continuity strategy. Regularly conduct
operational risk assessments for the ICT Applications in line with the GPAA’s risk management framework to develop and maintain adequate internal operations controls and standards associated with business applications (e.g. ITIL, COBIT and SANS 17799). Applications Budget Perform Business Applications budget and expenditure reconciliations and report/submit to the CIO to ensure prudent financial management within the ICT Business Unit. Annually prepare budget input for consideration and ratification by the CIO to ensure adequate funding for the Applications environment. Applications Architecture, Policies and standards. Implement and propose changes to Applications policies, procedures, templates, and processes, in accordance with best practices to create an enabling environment for the GPAA to achieve its operations. Partnering with business and Applications advice. Assist line managers to prepare business cases and budgets for new Business Applications projects to justify project viability and value to the GPAA. Provide Applications support and advice to the CIO with regard to relevant applications solutions to problems raised by business units and line managers. Provide input into the annual strategic planning cycle to assist the CIO to adequately support business decisions, policies and strategies. Assist CIO to development and report on cost of ICT administration per employer/member to optimize and manage cost of ICT Applications. Awareness and compliance. Foster awareness within the GPAA to ensure greater compliance with Applications policies and procedures. Monitor compliance to Applications policies and procedures to minimize the breakdown in the internal control environment. Ensure that all Applications Audit Report queries are addressed to eliminate or mitigate the associated risks. Team-based approach. Develop and implement a team-based approach to formalise team-based service structures, targets and rewards. Solve team problems in a clear and decisive manner to ensure a productive and conflict free work environment. Applications development. Track new developments in ICT Applications to improve the effectiveness and efficiency of the Business Applications Services. Monitor changes in relevant regulations and legislation, in order to recommend changes to GPAA policies and procedures. Manage all Applications development projects (ensuring the integrity of existing software and hardware with minimum disruption to GPAA’s operations) to solve business problems as part of the ongoing effort of business process re-engineering. The Senior Manager: ICT Applications is fully accountable for: Application Project Management, Unit Testing - Applications namely, ACCPAC, CIVPEN, OCCULUS, ODSTAX, Oracle Portal Solution. Data Management - GPAA Business Applications Maintenance, Testing and Release. GPAA Business Applications Document Management. GPAA Data Base Management. Oversee delivery by various third party application development service providers. Applications Service Centre Management (super user support; performance; cost; functionality and quality monitoring and evaluation). Applications Service Level Agreement management. Applications planning, budgets and forecasts. Projects implementation and reporting. Applications risk management. Procurement and asset management of application licensing where applicable.

ENQUIRIES : Ms Mapule Mahlangu 012 399 2639
NOTE : One position Senior Manager: ICT Applications is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

OTHER POST

POST 10/02 : BUSINESS CONTINUITY SPECIALIST (BCS/SP/2018/03 – 1C)

SALARY : R612 822 - R721 878 per annum (All-Inclusive package) 12 month-contract
CENTRE : Pretoria Office
REQUIREMENTS : A 3 Year Degree/National diploma (NQF7) or equivalent three year qualification and a Certification CBCI/ AMBCI or ISO 22310 Lead Implementer. A Relevant post-graduate degree or qualification will be an advantage. Six years’ experience in business continuity management with a track record of Business Impact analysis and Disaster recovery site testing. Ideal: Six years’ experience with current regularity environment on BCP. Knowledge of: ICT Infrastructure for Disaster recovery. Call Centre Architecture and Functionality. Knowledge of Business

**DUTIES**

The purpose of the Business Continuity Specialist is to develop, maintain and manage the business continuity program and lifecycle in GPAA. Determine and develop a business continuity plan and implementation strategy. Assist the department in enhancing, formalizing and standardising the business continuity planning process by identifying and selecting BC strategies per business unit. Determining and select tactical responses from the available options. Consolidate resource levels at DR centres. Recommend recovery strategies and options and assist with the implementation of recovery solutions. Coordinate development of business unit schedules for annual business continuity documentation maintenance and update, exercises and independent review and validation. Develop an incident management plan and support structure (strategies, tactical, operational). Execute the plans. Maintain and review the BC plan. Audit management. Incident Management: Record and manage GPAA continuity incidents. Report and logging incident history. Incident Analysis. Risk mitigation. Facilitate BCM Programme Management: Assign responsibilities to stakeholders. Implement BCM in GPAA. Project and sub project planning, scoping and management. Analyse critical business process and report on implications on business program. Conduct presentations and BCM awareness Workshops. Present feedback and monthly reports at BC committee meetings. Liaise with internal audit on BC matters concerning audits done at business units. Participate in business unit and development planning meetings and activities. Facilitate timely identification, escalation, resolution and follow-up for all outstanding issues. Business Continuity Committees: Secretariat for the BC Committees. Member of the Business recovery committee. Member of the Systems recovery committee. Member of the SHERQ committee. Develop and maintain a corporate wide business continuity program: Design the process for the organisational analysis. Develop the GPAA BCM programme scope taking assumptions and BCP concepts into account. Liaise and give feedback to the business continuity committee. Liaise with business units regarding the identification of the own BC plans. Work closely with ICT to develop/maintain disaster recovery plan for critical systems and applications. Evaluate threats through risk management. Ensure that internal recovery sites are updated functioning properly linked to recovery point and recovery time objectives. Develop and maintain the business continuity corporate website. Coordinate business continuity plan exercise. Report the business continuity status of business units to senior management. Develop and maintain BCM documentation and filling system according to national archives template.

**ENQUIRIES**

Ms Mapule Mahlangu 012 399 2639

**NOTE**

A position of Business Continuity Specialist is currently available at the Government Pensions Administration Agency. This position will be filled on a 12 months contract.
**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**

26 March 2018 (12:00pm Mid-Day)

**NOTE**

Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence (certified copies of certificates should not be older than three months). 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. Coloured applicants and people with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 10/03**

**SENIOR LOGISTICS OFFICER: SYSTEM CONTROLLER (REF NO: NDOH 13/2018)**

Directorate: Supply Chain Management.

**SALARY**

R281 418 per annum (plus competitive benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A three year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Logistics Management or Accounting. At least three (3) years experience as a LOGIS System Controller, preferable on salary level seven (7). Extensive knowledge of LOGIS (PASI and PASII) or (LOGIS Literacy, LOGIS Payments, LOGIS Orders, LOGIS Posting). Knowledge of Supply Chain Management, Public Finance Management Act, National Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Good communication (verbal and written), problem solving and computer skills (MS Office packages). Be able to work independently without continuous supervision as well able to work under pressure.

**DUTIES**

Ensure the integrity of all transactions on the LOGIS System. Ensure proper segregation of systems functions (e.g orders and payments). Create new Logis Users and file. Deactivate user identification. Provide internal training to LOGIS users and arrange external training when necessary. Conduct quarterly training and assess training outcomes. Printing of management reports. Generate accurate daily, weekly, monthly, quarterly and annual reports including the monthly balance score cards. Request monthly RACAF reports from Sita to manage Logis access, dormant and inactive users. Manage existing Item Control Numbers, modify and discontinue duplicates. Create new Item Control Numbers. Provide support to all LOGIS users and assist or guide with reset of passwords when requested.

**ENQUIRIES**

Ms M Moraba at tel number at Tel (012) 395-8998.

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**ANNEXURE B**

**DEPARTMENT OF HEALTH**

*It is the Department’s intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*
NOTE: Preference will be given to Coloured and Indian applicants as well as people with disabilities.

POST 10/04: LOGISTICS OFFICER: CELLULAR PHONES, DISCLOSURES AND INVOICE TRACKING (REF NO NDOH 12/2018)
Chief Directorate: Supply Chain and Asset Management.
Directorate: Supply Chain Management

SALARY: R226 611 per annum (plus competitive benefits)
CENTRE: Pretoria.
REQUIREMENTS: A Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Logistics/Supply Chain or Financial Accounting plus three (3) years’ experience in the public sector’s logistics management environment of which two (2) years as a Senior Logistics Clerk on level 6. Knowledge of Public Finance Management Act, Treasury Regulations, Government policies, LOGIS and BAS systems. Understanding of government’s procurement processes as well as transversal contract RT15-2016. Good communication (written and verbal), problem solving, computer (MS Word, MS Excel and MS PowerPoint) and accuracy skills. Ability to work under constant pressure. A valid driver’s licence.
DUTIES: Monitor opening of new cell phone and data contracts, upgrade contracts and close or delink accounts. Verify that appropriate devise is provided in terms of RT15-2016. Manage cellular and data spending. Reconcile monthly statement against invoices received from the supplier. Identify, investigate and solve balances from the statement. Monitor the flow of invoices submitted for payments. Verify correctness of documentation captured on ITS and approve/reject invoices. Compile quarterly inputs on commitments. Verify lease period from the start to end of contract. Supervisory functions.
ENQUIRIES: Ms M Moraba at tel number at Tel (012) 395-8998.

POST 10/05: SUPPLY CHAIN CLERK (PRODUCTION): PAYMENTS (REF NO: NDOH 14/2018)
Directorate: Supply Chain Management

SALARY: R152 862 per annum (plus competitive benefits)
CENTRE: Pretoria.
REQUIREMENTS: A Senior Certificates (Grade 12) or equivalent NQF 4 certificate with Accounting as a subject passed. At least one (1) year working experience on LOGIS. Knowledge of government procurement processes. Good communication (verbal and written) and computer skills (MS Office packages). Ability to work under pressure.
DUTIES: Printing invoices from Invoice Tracking System (ITS) and ensure that the invoices are captured on LOGIS. Capture payments on LOGIS. Verify bank details, correctness of invoices, order receipt voucher and attached documents. Keep proper filing records of all contract payments processed. Open files for new NDoH contracts and ensure that contract documents are available. Forward payments stubs to suppliers. Handle payment enquiries. Provide timely feedback to suppliers or NDoH official relating to the status of payments.
ENQUIRIES: Mr R Dilebo (012) 395 8985
NOTE: Preference will be given to Coloured and Indian applicants as well as people with disabilities.
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE : 23 March 2018

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

POST 10/06 : DEPUTY DIRECTOR: INVESTIGATIONS (REF NO.Q9/2018/12)

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

CENTRE : Eastern Cape Provincial Office

REQUIREMENTS : A Relevant Bachelor’s Degree/diploma in law or policing or equivalent qualification coupled with 4 years of experience in Management of Criminal investigation. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential. Project management and patent knowledge of the investigative systems and procedures, human rights and government’s broad transformation objectives and initiatives are essential. Ability to work under pressure. A valid driver’s license and be able to drive a motor vehicle.

DUTIES : Conduct investigations including all applicable investigative administration, Ensure consultation analysis, classification and registration of cases on the manual registers and database, Manage investigators component by ensuring that the database is updated and registers are completed, stakeholder management and outreach projects.

ENQUIRIES : Mr Mshumpela at (043) 707 7200

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 9085, East London, 5201 or, hand deliver to Waverly Office Park, No 3 - 33 Phillip Frame Road, Chiselhurst, East London, 5201

FOR ATTENTION : Ms U Quvile at 043) 707 7200

POST 10/07 : ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: Q9/2018/12

SALARY : R334 545. per annum (Level 9). The successful candidate will be required to sign a performance agreement.

CENTRE : National office Pretoria

REQUIREMENTS : A relevant three (3) year Degree/National Diploma/ NQF 6 in Human Resource Management/Public Management. Three (3) years’ experience in the supervision of recruitment and selection, service benefits, conditions of service, termination of service and performance management. Knowledge of PMDS Framewwork,
Public Service Regulations, Public Service Act 1994 as amended, Sound knowledge of Public Service legislation and prescripts in HRM. Extensive personnel controller knowledge, A thorough understanding of policy analysis and knowledge of human resources management. Skills: Good presentation, the ability to work under pressure, problem solving, Computer literacy, Result driven, Innovation and customer focused, A valid drivers license, Good interpersonal relations, ability to interpret HRM directives, Analytic thinking, Conflict management.

**DUTIES**


**ENQUIRIES**

Ms D Kumalo at 012 399 0038

**APPLICATIONS**

Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central.
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

APPLICATIONS:

National Office and Supreme Court of Appeal (Free State): Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand Enquiries: Ms L Mothemane (010) 493 2500.

Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries Ms T Mbalekwa (011) 335-0404.

Mpumalanga (Nelspruit): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200 or hand deliver applications to ,4th floor, 30 Brown Street, Nedbank Centre, Nelspruit: Enquiries Mr S Mashele (013) 753 9300).

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, Enquiries: Mr L Moetanelo (018) 3977065

Bloemfontein: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets, Enquiries: Ms M Luthuli (051) 406 8197

Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London Enquiries: Mr S Mponzo (043) 7265217.

Polokwane Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699.Enquiries: Ms E Kotze: (015) 230 4051

Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107,Kimberly. Enquiries: (053) 807 2733.

Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: Enquiries: Ms L Marrie (013) 372 3167

CLOSING DATE: 23 March 2018

NOTE: Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications
received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

POST 10/08 : DEPUTY DIRECTOR: HR, REF NO: 2018/32/OCJ

SALARY : R657 558 – 774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Centre (Nelspruit)

REQUIREMENTS : Grade 12 and a relevant Bachelor’s Degree/National Diploma in Human Resources/Business Management; 5 years’ experience of which (3) years should be at junior/middle management level; Sound knowledge of public service policies; prescripts; procedures and all other relevant legislation; knowledge of the Persal System; Sound Knowledge of Labour Relations; A valid driver’s licence. Skills and competencies: Computer Literacy (MS office- with focus on Excel); Good communication skills (written and verbal); Good people skills/interpersonal relations; ability to work long hours and under pressure; be self-motivated and attention to detail.

DUTIES : The incumbent will render Generalist HR consulting services to the Province and staff; Provide HR interventions in the following fields; Recruitment and Selection; HR Administration; Performance Management; Learning and Development; Employee Relations; Organisational Development; Employee Wellness and any other skills of HR service interest.; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion and continually assess the effectiveness of HR in the office.

POST 10/09 : CHIEF REGISTRAR (2 POSTS)

SALARY : (MR6) R420 909. – R1 023 054. per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Local Division: Johannesburg, Ref No: 2018/29/OCJ
Free State High Court, Ref No: 2018/33/OCJ

REQUIREMENTS : Grade 12 and an LLB Degree or equivalent qualification; At least 8 years’ appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver’s licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information Technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit’s service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
POST 10/10 : SENIOR LAW RESEARCHER, REF: 2018/40/OCJ

SALARY : R417 552. – R 491 847. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal: (Free State)

DUTIES : Conduct legal research for Judges of the court as directed from time-to-time; Supervise and co-ordinate the work of researchers; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court.

POST 10/11 : SENIOR LAW RESEARCHER, REF: 2018/34/OCJ

SALARY : R417 552. – R 491 847. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Local Division Johannesburg

DUTIES : Conduct legal research for Judges of the court as directed from time-to-time; Perform quasi-judicial functions, such as editing of judgements, proofreading and assisting in the preparation of speeches/papers for presentation by Judges; Monitor and bring to the attention of Judges new developments in law and jurisprudence; Performing any court related work which may be required by the office of the Judge President for interalia, the purposes of improving the efficiency of the court; Supervise Law Researchers; Proof reading including checking of citation appearing in judgement; Ability to defend research findings; Research and retrieve material for the library accessibility to court, physically and electronically; liaise with Court Manager with regards to HR and Finance policies.

POST 10/12 : ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND RESEARCH: REF 2018/39/OCJ

SALARY : R334 545. – R394 065, per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mthatha High Court

DUTIES : Design and develop data collection system and survey instruments; Provide effective people management; Capture available data from source documents as requested; Process information and data from a specific division of the High Court; Collate, analyse and interpret statistics and prepare a report for the Judge President; Analyse data by identifying trends and patterns specific to the division; Make recommendations based on the analysis of statistics for a specific division; Produce first line reports that are practical, accurate and reliable; create and maintain a database on a monthly, quarterly bi-annual and annual basis for the division; Verify the data obtained from sources (sub- offices); Applying standing instructions, policies and procedure/ guideline for generated reports, support and monitor performance and development of personnel. Manage budgets in line
with public finance management act (PFMA) and Treasury Regulations (TR). Must provide leadership, management and strategic direction.

**POST 10/13**

**CONTRACT LAW RESEARCHER (3 POSTS)**

**SALARY**

R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Local Division Pretoria, REF: 2018/41/O CJ (1 Post)
Gauteng Local Division Johannesburg, REF: 2018/42/O CJ (2 Posts)

**REQUIREMENTS**

Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g. My LexisNexis, Jutastat etc.) and a valid driver’s license. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.

**DUTIES**

Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure that the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the Judges of the Division; Write competent research memorandums; Keep Judges abreast with new developments in law; Perform Quasi-judicial functions; Library duties; Attend to additional tasks for Judges. Develop weekly, monthly and quarterly plans and reports

**POST 10/14**

**REGISTRAR (4 POSTS)**

**SALARY**

(MR3 to MR5) R226 227. - R 433 632. per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Port Elizabeth High Court: Ref No: 2018/36/O CJ
Gauteng Local Division Johannesburg: Ref No: 2018/37/O CJ
Polokwane High Court: Ref No: 2018/38/O CJ
Mmabatho High Court: Ref No: 2018/35/O CJ

**REQUIREMENTS**

Grade 12 and an LLB Degree or equivalent qualification; 2- 8 years’ post qualification legal experience; a valid driver’s license. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management

**DUTIES**

Co-ordination of Case Flow Management Support processes to the Judiciary and prosecution; Issue all processes initiating court proceedings; Co-ordinate interpreting services, Appeals and reviews; process unopposed divorces and facilitation of Pre-Trial conferences; Check Criminal Record books; Consider judgement by default; appointments of sheriffs of the court on ‘ad hoc’ basis; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision of subordinates and their performance evaluation process; Any other official duties assigned by relevant stakeholders; provide practical training and assistance to the clerk of the court; Ensure annotation of relevant publications, codes, acts and rules; give attention to and execute requests from the Judiciary in connection with cases and other case related matters; exercise control over case records as well as the record room and deal with the files in terms of the archived
codes and act; submission of returns to the court manager and the department; implement rules and procedures and practise; handle taxation and taxing master including any reviews; process and grant judgements by default; manage the civil section including divorce cases; assist the public with court procedures; process reviews and appeals (civil and criminal) attend or oversee to general public queries or correspondence; attend to judicial support functions; issue/keep/check and analyse court statistics; issue court order or letters to attorneys; safe keeping of records; attend to office management; planning and organisation.

**POST 10/15**

**Salary**

R281 418. – R 331 497. per annum. The successful candidate will be required to sign a performance agreement.

**Centre**

Bisho High Court

**Requirements**

Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; 2-3 years’ experience in statistical environment; a valid driver’s licence; Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to word under pressure; Self-motivated; Patience and self-control.

**Duties**

Administer data collection instruments and surveys within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Train employees/ project members within the Respective Superior Court Division on utilization of information.

**POST 10/16**

**Salary**

R226 611. – R 266 943. per annum. The successful candidate will be required to sign a performance agreement.

**Centre**

Pietermaritzburg, Ref No: 2018/45/OCJ

Mthatha High Court, Ref No: 2018/46/OCJ (2 Posts)

Thohoyandou Court, Ref No: 2018/47/OCJ

Gauteng Local Division Pretoria, Ref No: 2018/48/OCJ

Northern Cape High Court, Ref No: 2018/49/OCJ

**Requirements**

Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure.

**Duties**

Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
POST 10/17 : **JUDGES SECRETARY (3 POSTS)**

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

**CENTRE** : Free State High Court, Ref No 2018/50/OCJ
Grahamstown High Court, Ref No: 018/51/OCJ
Mthatha High Court: Ref No: 2018/52/OCJ

**REQUIREMENTS** : Grade 12.; experience as a Judges Secretary or relevant experience; shortlisted candidates will be required to pass a typing test; A valid driver’s licence, the following will serve as an advantage; a secretarial diploma or equivalent, A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; Proficiency in English and Afrikaans; 2 to 3 years legal experience; Skills and Competencies: Good communications skills (verbal and written), administration and organisational skills, Self-driven, Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail, Confidentiality and time management; customer care service skills, computer literacy (MS Word), research capabilities, excellent typing skills.

**DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing); Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk’s office; Management of judge’s vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge’s Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

POST 10/18 : **CONTRACT JUDGES SECRETARY (POOL) (6 POSTS) (CONTRACT VALID TILL 31 MARCH 2019)**

**SALARY** : R226 611. – R266 943, per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Local Division Pretoria Ref No: 2018/30/OCJ (3 Posts)
Gauteng Local Division Johannesburg Ref No: 2018/31/OCJ (3 Posts)

**REQUIREMENTS** : Grade 12.; experience as a Judges Secretary or relevant experience; shortlisted candidates will be required to pass a typing test; A valid driver’s licence, the following will serve as an advantage; a secretarial diploma or equivalent, A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; Proficiency in English and Afrikaans; 2 to 3 years legal experience; Skills and Competencies: Good communications skills (verbal and written), administration and organisational skills, Self-driven, Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail, Confidentiality and time management; customer care service skills, computer literacy (MS Word), research capabilities, excellent typing skills.

**DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing); Arrange and diarize appointments, meetings, official visits, and make travel and accommodation
arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge’s Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

POST 10/19 : LIBRARIAN, REF NO: 2018/53/OCJ

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

CENTRE : Grahamstown High Court

REQUIREMENTS : Grade 12 and a National Diploma/Degree in Library Science or equivalent qualification; Minimum of two years’ experience in Library and information systems; Knowledge of Library and Information Science; Prescripts and legislation, procedure and processes; Experience in a legal Library will be an added advantage. Skills and Competencies: Planning, organizing and control; Communication skills (verbal and written); Good Interpersonal relations; Decision making skills; Information Technology; Ability to work under pressure; Language Proficiency; Conflict management; Supervisory skills.

DUTIES : Render an effective and efficient Library and Information services to the users of the library; Manage the library and information system; Assist with book selection for the Library and /or Chambers; Classify and catalogue the High Court Library material; Render reference and information service for the High Court Library; Monitor the library budget and give inputs to the library budget; Market and promote the Library services; Perform Administration and Supervisory service.

POST 10/20 : STATE ACCOUNTANT, REF NO: 2018/56/OCJ (2 POSTS)

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

CENTRE : National Office: Midrand

REQUIREMENTS : A Grade 12 and a relevant Bachelor’s degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance 3-Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel) Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g, BAS,Persal, Safety web etc

DUTIES : Manage/maintain policy and ensure the clearance of bank reconciliation exceptions accounts, as well as the compilation of Bank reconciliations and Petty Cash reconciliation. Manage/maintain policy and ensure effective and efficient cash management of the Department (PMG account); Manage/maintain policy and ensure effective and efficient banking operations of the department and petty cash administration; Manage/maintain policy and ensure effective and efficient processing of Creditors and Sundry payments on BAS. Maintain payment of Creditors within 30 days, administer invoice tracking register and reconciliations of Creditors Accounts. Processing of Foreign payments and Journals. Follow up of invoices with Budget Managers. Manage and ensure adjustments of allocations of
the department in relation to Expenditure / Revenue / Assets and Liabilities are performed timely and Monthly requisition of funds from Treasury; Manage performance /team discipline / leave of section, and frequent liaison with the stakeholders. Responsible to administer and apply internal control measures

**POST 10/21**  
**ACCOUNTING CLERK, REF: 2018/59/OCJ**

**SALARY**  
R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**  
Eastern Cape Provincial Centre

**REQUIREMENTS**  
Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment’s

**DUTIES**  
Render financial accounting transactions (Receive invoices; check invoices for correctness; verification and approval (internal control), Process invoices; capture payments, Filing of all documents, and Collection of cash. Perform Salary Administration support services (Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.), File all documents. Perform Bookkeeping support services (Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals). Render budget support services.

**POST 10/22**  
**REGISTRAR’S CLERK (3 POSTS)**

**SALARY**  
R152 862. – R 180 063. The successful candidate will be required to sign a performance agreement

**CENTRE**  
North West High Court (Mmabatho) Ref No: 2018/60/OCJ  
Limpopo High Court: Ref No: 2018/61/OCJ  
Labour Court Johannesburg: Ref No: 2018/62/OCJ

**REQUIREMENTS**  
Grade 12 or equivalent qualification; Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Computer Literacy; Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.

**DUTIES**  
Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filling and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters ; Act as a liaison between judges and legal practitioners ; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings ; Prepare and send case to transcribers for appeal and review purposes ; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

**POST 10/23**  
**ADMINISTRATION CLERK (DCRS) (4 POSTS)**

**SALARY**  
R152 862. – R180 063. per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**  
Northern Cape High Court, Ref No: 2018/44/OCJ (1 Post)  
Mthatha High Court, Ref No: 2018/54/OCJ (2 Posts)  
Bisho High Court, Ref No: 2018/55/OCJ (1 Post)

**REQUIREMENTS**  
Grade 12 or equivalent qualification; Skills and Competencies; job knowledge; communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.
**DUTIES**

Perform digital recording of court proceedings and ensure integrity of such records. Update case progress on High Court System; Render support services to case flow management; Rendering of efficient and effective support service to the court; Attend and oversee to general public enquiries/ correspondence; Store, keep and file court records safely; operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc.

**POST 10/24**

**SUPPLY CHAIN CLERK: ACQUISITION AND LOGISTICS, REF NO:** 2018/58/OCJ

**SALARY**

R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Midrand

**REQUIREMENTS**

Grade 12 or equivalent qualification; Ability to operate office equipment’s. Skills and Competencies: Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and prepared to work overtime when required; Excellent analytical, planning, organizational skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks;

**DUTIES**

Source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained & fully completed by the suppliers and attached to transactions before capturing requests; Capturing and processing of invoices/request on Procurement system and invoice/ordering tracking system; Attend to queries (internal and external) relating to invoices; supplier payments as well expediting of Government orders; Provide administrative procurement support to all stakeholder; In-depth knowledge of financial systems; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

**POST 10/25**

**ASSISTANT LIBRARIAN: REF 2018/57/OCJ**

**SALARY**

R127 851. – R150 606. per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Gauteng Local Division Pretoria

**REQUIREMENTS**

Grade 12 or equivalent qualification; Experience in Law Library will be an added advantage. Communication; Computer literacy; Report writing Research and planning; Problem Solving; Good Interpersonal relations; Creative ad analytical thinking; Customer Oriented;

**DUTIES**

Assist with the management and control of the Library and it resources in line with the library code and other applicable prescripts; Assist the ordering of library material approved by the Library Committee; Assist in classifying, cataloguing and indexing library material; Update loose leaf publications Responsible for the sub-libraries outside the court; Assist with running and maintenance of the library including the physical structure; Arrange for the binding of loose leaf publications; Conduct asset verification and stocktaking Carry boxes on delivery of books to Judges Chambers; Assist with compiling of reports on library mater.
ANNEXURE E

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; www.dpme.gov.za

CLOSING DATE: 23 March 2018 at 12:00 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 10/26: DIRECTOR: BUSINESS APPLICATIONS & KNOWLEDGE MANAGEMENT
SUPPORT REF No 013/2018
Chief Directorate: ICT Services

SALARY: R948 174 - R1 116 918. all-inclusive salary package per annum (Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant degree in Information Technology or equivalent (NQF 7) with at least 8 years’ relevant experience of which 5 years’ at Middle Management (Deputy Director or equivalent) level; within the field of business/systems analysis and applications development. Extensive knowledge of system development
methodologies. A relevant post-graduate qualification (NQF8) and/or relevant specialist training courses will be an added advantage. Should have Strong ICT Project / Programme Management, Knowledge Management, Change Management, problem solving and analysis, analytical thinking, identify key business needs in conceptual phase and translate them into high level requirements and business cases. Extensive knowledge of enterprises architecture and planning, business processes management and financial management skills. Good interpersonal relations and written & verbal communication skills. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful incumbent will be responsible to manage and support business applications, knowledge and document systems for the Department. This entails business requirements analysis, consulting with business stakeholders to ensure understanding of key business process for enablement by ICT, architect business solutions, ensure prioritisation of solutions based on benefits and business impact, contract management, developing, maintaining and supporting of business applications; developing and implementing of business intelligence tools and data warehousing; modelling and designing of databases and managing of metadata across all departmental databases. Monitoring/recommending of the Directorate’s statutory responsibilities in terms of the PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to and managing/supervising of effective and efficient Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

**ENQUIRIES**

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

**OTHER POSTS**

**POST 10/27**

ASSISTANT DATA SPECIALIST REF NO 014/2018

CD: Data Integration and Analysis

**SALARY**

R417 552. – R491 847. per annum (level 10) plus benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years experience in the field of Statistics, Data Science, Econometrics or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA, with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced numerical, numerical, analytical, conceptual and problem solving, communication and interpersonal and ability to perform independently and in a team and under time pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies

**DUTIES**

The successful candidate will be responsible to assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails updating, maintaining and validating the PoA web based system to support 14 Sector Outcomes; Assist in collection, collation, analysis, interpretation and presentation of quantitative platforms and assist in research on data sources and quality standards for the Data Centre. Cleaning, restructuring of data and calculating of indicators and assist in the updating of development indicators on Excel and print version. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient
management/supervision of procurement, equipment and facilities within the Chief Directorate

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

POST 10/28 : SENIOR DATA CLERK REF NO 015/2018
CD: Data Integration and Analysis

SALARY : R183 558. – R216 216. per annum (Salary Level 6) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification (NQF 7) or equivalent with minimum of 2 years relevant experience in the field of Statistics, Mathematics, Informatics, Information Technology or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA, with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced, numerical, analytical, conceptual and problem solving, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Candidates should possess the following skills: Technical/ professional skills; ability to produce work of good quality, be flexible, reliable; have good verbal and written communication skills, good Interpersonal relationship skills, planning and execution skills; and good leadership skills

DUTIES : The successful candidate will be responsible to assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails maintaining and validating PoA web based system to support 14 Sector Outcome; Assist in collection, collation, analysis, interpretation and presentation of quantitative data; Retrieval of information from government and research institutions data platforms. Assist in research on data sources and quality standards for the data centre; Cleaning, restructuring of data and calculating of indicators and assist in drawing conclusions and in the updating of development indicators on Excel and print version.

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

POST 10/29 : SUPPLY CHAIN CLERK: LOGISTICS REF NO 016/2018
Unit: Logistics and Contract Management

SALARY : R152 862. – R180 063. per annum (Salary Level 5) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Diploma (NQF 5) or equivalent with 2 years experience in Supply Chain Management. Courses in government Supply Chain Management will serve as an added advantage. Must have extensive knowledge and experience of LOGIS, good planning and report writing skills, high level of computer literacy. Must have organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality. Must be able to work under pressure and be able to interpret relevant policies.

DUTIES : The successful candidate will be responsible for providing logistics services to the department. This entails maintaining of the warehouse/ store: ensuring that warehouse information is continuously and correctly updated; Ensuring obsolete and redundant warehouse stock is identified and reported on regularly and accurately; Warehouse bin maintenance is provided and replenishing of warehouse stock when necessary. Issuing of stores: Issuing of stationary, printing and related consumables to management services as and when required. Receiving of goods: Capturing of requisitions; Barcoding of incoming assets/stock and stock verification conducted

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
APPLICATIONS : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – 2nd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE : 23 March 2018. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 10/30 : DEPUTY DIRECTOR: RED TAPE REDUCTION. REF NO: LED 02/18

SALARY : R657 558 per annum (all inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification (B Degree/National Diploma) in Economics/Development Studies/ Business Management. Minimum of 6 years working experience in business process mapping, regulatory analysis and or local economic development. Computer literacy (MS Office packages). A qualification in leadership development and project management will be an added advantage. Valid driver’s license.
DUTIES : The incumbent will be expected to develop and review red tape reduction action plans at National, Provincial and Local Government spheres. Monitor implementation of red tape reduction action plans and provide recommendations for improvement. Monitor capacity of Provincial and Local Government on implementation of context specific action plans and provide recommendations. Conduct business climate assessment. Coordinate red tape reduction dialogues across the public and private sector. Build trend analysis of key red tape related issues for SMMEs and Cooperatives. Support capacity building initiatives on red tape reduction. Communicate with internal and external stakeholders. Assign duties and responsibilities and manage individual performance within the sub-directorate.

ENQUIRIES : Ms K Ramaifo 012 394 3045

POST 10/31 : ASSISTANT DIRECTOR: NIBUS. REF NO: NIBUS 03/18

SALARY : R334 545 per annum (Excluding benefits).
CENTRE : Pretoria
DUTIES : The incumbent will be expected to consider frequently asked questions, envisaged implementation challenges and invite stakeholder inputs. Research new informal business development programmes. Benchmark against best practice ways to improve communication between the chambers and their various stakeholders.
Implement the improved communication tools. Track, verify captured applications and provide status reports. Take minutes at the stakeholder meetings. Develop inputs for proposed safety interventions to reduce violent incidents for informal traders. Provide statistics on the implementation of programmes. Conduct performance monitoring inspections. Communicate with stakeholders in all spheres on informal business. Supervise staff.

ENQUIRIES

: Ms Z Seema 012 394 5504
APPLICATIONS:
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers.

CLOSING DATE: 23 March 2018

NOTE: Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. Applications must be submitted on a signed Z83 Form, which can be obtained from the dti's website (http://www.thedti.gov.za) and must be accompanied by a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).

OTHER POST

POST 10/32: SENIOR STATE ACCOUNTANT (REF NO.ODG/CFO 005)

SALARY: Commencing salary package of R281 418. per annum, Level 8

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
Analyse trial balance and customise according to template requirements. Prepare reconciliation on receivables and payables. Populate trial balance information on the Financial Statements template. Ensure that all exceptions on the excel template are cleared. Update disclosure notes and annexures. Ensure that the monthly Financial Statements are submitted timeously for review. Development project plant for monthly, quarterly and annual Financial Statements. Circulate preparation guides and templates for the Financial Statements to all the role players. Arrange monthly meetings on Financial Statements with all the role players. Perform quality control on all correspondence and documentation generated by subordinates. Perform weekly review of capital expenditure on BAS against actual invoices and LOGIS. Perform weekly review of payments on BAS to ensure compliance to the SCM regulations (Irregular expenditure). Training and development of staff in accordance with Personal Development Plans. Ensure compliance to the performance management cycle as per the set timelines. Leave administration of subordinates.

NOTE: In terms of the dti’s EE requirements, Coloured and Indian male candidates, White candidates as well as people with disabilities will be given preference.
ANNEXURE H

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

Department of Education in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. and enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

FOR ATTENTION: Mrs. NT Sipahlanga

CLOSING DATE: 29 March 2018

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf. Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. 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 check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: It is the department’s objective to achieve equitable representation across race and gender.

OTHER POSTS

POST 10/33: PROJECT MANAGER – HISTORIC SCHOOLS RESTORATION (1-YEAR CONTRACT) REF. DOE 01/03/2018

SALARY: R657 558. per Annum (Level 11)

CENTRE: Head Office – Zwelitsha


RESPONSIBILITIES: Promote the concept and vision of the historic schools. Obtain support of the idea of the historic school’s project. Identify the number of pilot schools out of the 24 schools in the province. Initiate annual sessions with principals and leadership of the schools aiming to build a common vision of the church and the community of belonging. Organise alumni of the historic schools to give back and promote culture of excellence. Forge partnership between school community, alumni and founders of the schools (Church) Link between government and churches that played a part in the founding schools.
ENQUIRIES: Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/34: DEPUTY DIRECTOR – POLICY EVALUATION AND RESEARCH REF. DOE 02/03/2018

SALARY: R657 558. per annum (Level 11)
CENTRE: Head Office – Zweilitha
REQUIREMENTS: An NQF 7 (480 credits) in Management Sciences/Public Administration. Three years’ relevant post qualification experience at Assistant Director level in the area of Strategic Management, Monitoring and Evaluation. A valid driver’s license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; report writing, consolidation and analysis; research and research practice, project, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge of policy analysis, policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi-level diverse organization. Advanced knowledge of modern systems of governance, public management and administration; Knowledge of the relevant policies of the government of the day.

DUTIES: Formulate, revise, develop and manage policy and research plans with due consideration of the strategic direction of the Department and the Provincial Government. Plan the implementation of education policies and the evaluation of the efficacy of policies. Promote and coordinate departmental research and policy. Conduct cyclic review of all departmental policies and policy gaps. Develop, maintain and align the departmental Research Agenda with the National and Provincial Research Agenda. Develop and maintain strategic research products. Manage the development of an inventory of key research products and facilitate the process of transfer of knowledge. Take decisions within the regulatory framework of the Public Finance Management Act. Plan, budget and utilize funds for the unit. Liaise with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding education research and policy. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, Districts and relevant Stakeholders. Assist the Director Strategic Planning Policy and Research in the development and training of Public Service management cadres in the Department in relevant research and policy development matters.

ENQUIRIES: Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/35: ASSISTANT DIRECTOR – FOOD SAFETY AND TRAINING NSNP (1-YEAR CONTRACT POSITION) REF. DOE 03/03/2018

SALARY: R334 545. per annum (Level 9)
CENTRE: Head Office – Zweilitha
REQUIREMENTS: Appropriate NQF 7 (480 credits) with 4 years’ experience in a food related field. A Qualification in Food Service would be an added advantage. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. A sound knowledge of the Health and Safety Act (No 85 of 1993), a working knowledge of HACCP and knowledge of relevant policies and regulations is required. Experience in project and financial
management is needed. Must be prepared to travel and work in a team. A valid driver’s license is a prerequisite. Additional Requirement: The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.

**DUTIES**
Collaborate and coordinate activities with Government and other Non-government institutions on health and safety related issues. Facilitate and coordinate capacity building activities. Develop, interpret and implement food safety and hygiene standards. Promote safe transportation of food. Correct handling, storage and waste disposal of food stuff in the programme. Undertake food control inspections during manufacturing, in warehouses and schools’ preparation and storage areas. Advice and report. Minimum adherence to specifications for manufacturing of food and storage in warehouses, infrastructure needed for preparation areas inclusive of storage areas in schools. Compile

**ENQUIRIES**
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/36**
**ASSISTANT DIRECTOR – DIETICIAN NSNP (1-YEAR CONTRACT POSITION)**
**REF. DOE 04/03/2018**
**SALARY**
R334 545. per annum (Level 9)
**CENTRE**
Head Office – Zweilitsha
**REQUIREMENTS**
Appropriate NQF 7 (480 credits) in Dietetics with completion of Community Services. Currently be registered as a Dietician with HPCSA. Four years’ experience relevant experience required. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. Experience in project and financial management is needed. Must be prepared to travel and work in a team. A valid driver’s license is a prerequisite. Additional Requirement: The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.

**DUTIES**
Collaborate and coordinate activities with Government and other Non-government institutions on nutrition and food related issues. Facilitate and coordinate capacity building activities. Quantify service portions for school feeding. Plan meals on large scale, review menus and meals served to learners. Monitor and report on programme implementation. Coordinate and liaison with partners and service providers with regards to feeding in schools. Compile monthly, quarterly and project reports. Perform other assigned duties.

**ENQUIRIES**
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/37**
**GRAPHIC DESIGNER – CORPORATE COMMUNICATION REF. DOE 05/03/2018**
**SALARY**
R281 418 per annum (Level 08)
**CENTRE**
Head Office – Zweilitsha
**REQUIREMENTS**
NQF 7 (480 credits) in Graphic Design with 2 years’ experience in the graphic design field in a newspaper environment/NQF 6 (360 credits) in Graphic Design with 5 years’ experience in the graphic design field in a newspaper environment/Matric with 10 years’ experience in the graphic design field in a newspaper environment. Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

**DUTIES**
Design and layout of the publication to ensure that the general appearance is in accordance with the guidelines of the ECDoE branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in
line with the corporate identity and image of the department. Assist in the development and management of the branding strategy and the support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products.

ENQUIRIES:
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

NOTE:
Shortlisted candidates will be required to bring their portfolio.

POST 10/38:
PERSONAL ASSISTANT TO THE OFFICE OF DIRECTOR (6 POSTS):
- Strategic Planning, Monitoring and Evaluation (REF DOE 06/03/2018)
- Communications & Customer Care (REF DOE 07/03/2018)
- Scholar Transport (REF DOE 08/03/2018)
- IDS&G (REF DOE 09/03/2018)
- Auxiliary Support Services (REF DOE 10/03/2018)
- Community Liaison (REF DOE 11/03/2018)

SALARY:
R226 611 per annum (Level 07)

CENTRE:
Head Office – Zwelitsha

REQUIREMENTS:
- NQF 6 (360 credits) with 2 years’ experience in secretarial field of rendering a support service to senior management inclusive of internship / learnership programmes/Matric with 5 years’ relevant experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy packages such as Microsoft Excel, Power-Point, Ms Word, Internet etc). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours.

DUTIES:
- Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

ENQUIRIES:
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/39:
PHOTOGRAPHER – CORPORATE COMMUNICATION REF DOE 12/03/2018

SALARY:
R226 611 per annum (Level 07)

CENTRE:
Head Office – Zwelitsha

REQUIREMENTS:
- NQF 6 (360 credits) in photography/communication/marketing with 2 years’ experience/ Matric with 5 years’ experience in the field of photography/communication/marketing. Valid driver’s licence.

DUTIES:
- Candidate must be multi-skilled in videography, photography and editing of both video and photo. Must have excellent communication skills, problem solving skills, people skills, and have a positive attitude. Deadline driven. Creative and innovation is required. Proven competency in photography. Flexibility to work within the institution. Good written and verbal communication. The candidate must have a proactive approach and the ability to work in a team and independent. The incumbent will be expected to work after hours and travel extensively.

ENQUIRIES:
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/40:
ADMIN OFFICER: HOSTELS MANAGEMENT AND SERVICES REF DOE 13/03/2018

SALARY:
R226 611 per annum (Level 07)

CENTRE:
Head Office – Zwelitsha
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<th>POST 10/41</th>
<th>ADMIN OFFICER: INDEPENDENT SCHOOLS REF DOE 14/03/2018</th>
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<tr>
<td>SALARY</td>
<td>R226 611 per annum (Level 07)</td>
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<td>CENTRE</td>
<td>Head Office – Zwelitsha</td>
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<tr>
<td>REQUIREMENTS</td>
<td>NQF 6 (360 credits) in Public Management with 1-year experience in the field of Independent Schools and working with variety of stakeholders/Matric with 5 years' experience in the field of Independent Schools and working with variety of stakeholders. Understanding of Statutory regulations in relation to Independent Schools. Understanding of the Education Sector will be an advantage. Computer literacy. Good communication (verbal and written). Good planning skills and ability to work under pressure. Good telephone etiquette and good interpersonal skills.</td>
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<td>DUTIES</td>
<td>Assisting the Independent Schools Section with Administrative efficiency of the programme implementation. Provide technical support to the section in systems development and application. Provide administrative support to learner data management and transfer of funds appropriately. Development of standardized database and records of Independent schools. General administrative support to the Independent schools’ section. Working closely with districts and adhoc visits to trouble shooting areas</td>
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<tr>
<td>ENQUIRIES</td>
<td>Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).</td>
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<tr>
<th>POST 10/42</th>
<th>ADMIN OFFICER – WEBSITE REF. DOE 15/03/2018</th>
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<tr>
<td>SALARY</td>
<td>R226 611 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office – Zwelitsha</td>
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<tr>
<td>REQUIREMENTS</td>
<td>NQF 6 (360 credits) in journalism/marketing with 2-year experience in sourcing information from online and other sources writing &amp; maintaining website and social media content experience in using content management systems (CMS)/Matric with 5 years’ experience in sourcing information from online and other sources writing &amp; maintaining website and social media content experience in using content management systems (CMS). The candidate must have knowledge of web usability and quality criteria &amp; principles, knowledge of current affairs and the functioning of government. Planning and organising skills. English writing and subediting skills. Good interpersonal, liaison, communication and information gathering skills.</td>
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<tr>
<td>DUTIES</td>
<td>The successful candidate will be responsible for identifying, selecting and acquiring information for website and social media. Preparing website and social media content: writing for the web and social media, language &amp; content editing, structuring information. Daily updating and maintaining of the ECDoE website. Contributing to the improvement &amp; development of the ECDoE website. Assist with reviewing website.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).</td>
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POST 10/43 : ADMIN OFFICER – POLICY EVALUATION AND RESEARCH REF. DOE
16/03/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelethsha
REQUIREMENTS : NQF 6 (360 credits) in Management Sciences or Public Administration with 1-year experience in Policy Evaluation and Research/ Matric with 5 years’ experience in Policy Evaluation and Research. A valid driver’s license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; report writing, consolidation and analysis; research and research practice, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills. Knowledge of the relevant policies of the government of the day.

DUTIES : Developing Terms of Reference for Research. Establish and give support to the Research Committee. Develop a calendar for the Research Committee. Identify research areas in collaboration with research stakeholders. Plan, Conduct and promote education research. Receive, capture and compile a presentation on received research applications for the Research Committee. Manage all logistics, take minutes and follow up resolutions of the Research Committee meetings. Make recommendations to the Head of Department for approval of research requests. Ensuring that research documents are available on the Departmental website. Maintaining and updating the Departmental Research database. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Compile and submit research reports to the Research Committee, Chief Director, Programme Manager and the Head of Department. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Attend to administration aspects pertaining to the sub-directorate. Analyse and assess the impact of policies and determine the adequacy in meeting the needs of education. Manage the budget of the sub directorate. Provide support to time bound initiative led by the Director and the Deputy Director: Strategic Planning, Policy, Research and Secretariat Services.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
POST 10/44 : PRINCIPAL PERSONNEL OFFICER – HR RECRUITMENT REF. DOE 17/03/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zweilitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management with 1-year experience/Matric with 5 Years relevant experience in recruitment section. Computer literate (Excel, Word and Power point). A valid driver licence prerequisite. Competencies: Excellent writing skills and grounded knowledge of PERSAL system.
DUTIES : Facilitate and Implement recruitment procedures. Render a secretariat services with accurate advice and guidance during selection process. Knowledge of Public Service Act, Educators Act and Public Financial Management. Computer literacy (MS Excel, MS Word). Good written and communication skills. Must be able to work under pressure and meet tight deadlines. Ensure the availability of funds before advertising the post(s). Oversee and coordinate posts to be advertised. Human resource issues. Compliance to HR procedures and policies and assist in the improvement, development, implementation and monitoring of departmental HR policies and practices. Supervise subordinate and quality assure their work. Submit monthly, quarterly and annual reports.
ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/45 : PRINCIPAL PERSONNEL OFFICER – CONDITIONS OF SERVICE REF. DOE 18/03/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zweilitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in conditions of service section. Computer literate (Excel, Word and Power point). A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Practical working knowledge of PERSAL with Introduction to Persal certificate attached is a prerequisite. Good written and verbal communication skills. Ability to work under pressure. Ability to handle confidential correspondences. Proven knowledge of E-Channel or Pension Case Management. Competencies: Excellent writing skills and grounded knowledge or PERSAL system.
DUTIES : Implementation of Service Benefits: Such as Processing of Subsistence & Travel Allowances claims, Processing of fuel claims of members of the MMS and SMS, Processing of Resettlement Claims for the whole province. Administration of Injury on Duty cases and processing of claims from Medical Doctors and Hospitals. Terminations of Service due to resignations, retirements, discharge and death. Withdrawal of Pension Benefits. Approve transactions on PERSAL and verify payments and advice. Ensure credibility of Human Resource information and personnel records. Compile and Provide accurate monthly reports. Manage performance of the subordinates in line with performance management and development system. Compile submission in relation to conditions of service. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.
ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/46 : PRINCIPAL PERSONNEL OFFICER – REGISTRY REF. DOE 19/03/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zweilitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in clerical/Registry section. Computer literate (Excel, Word and Power point). A very good understanding of Public Service Regulations, Public Service Act,
PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Good Planning and organizing skills. Willing to work with and for people from various directorates and districts. Good Customer Care and written and verbal communication skills. A valid Code 8 (EB) driver’s license will be an added advantage. Ability to handle confidential correspondences.

**DUTIES**

- Supervise staff and provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

- Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/47**

**PERSONNEL OFFICER – APPOINTMENTS AND CONDITIONS OF SERVICE**

**REF:** DOE 20/03/2018

**SALARY**

- R152 862 per annum (Level 5)

**CENTRE**

- Head Office (Zwelitsha)

**REQUIREMENTS**

- Grade 12 Certificate with 3 years relevant experience. Knowledge of Human Resources Administration and understanding of Conditions of Service. A fair understanding of public service Regulations, Public Service Act, PAM, Educators Act and other legislations governing Human Resource Administration in Department of Education. Computer literacy. Understanding of PERSAL will be an added advantage.

**DUTIES**

- Responsible for a variety of administrative duties related to Appointments and conditions of service. Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Medical Aid benefits, etc.). Implementation of various Appointments. Ensure correct remuneration of staff in the Department. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.

**ENQUIRIES**

- Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/48**

**PERSONNEL OFFICER – REGISTRY REF. DOE 21/03/2018**

**SALARY**

- R152 862 per annum (Level 5)

**CENTRE**

- Head Office – Zweilitsha

**REQUIREMENTS**

- A grade 12 certificate or equivalent. No experience required. Good communication skills (written and verbal skills) and a good command of English language

**DUTIES**

- Provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function.

**ENQUIRIES**

- Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/49**

**ADMINISTRATIVE CLERK: SCHOLAR TRANSPORT REF. DOE 22/03/2018**

**SALARY**

- R152 862 per annum (Level 5)

**CENTRE**

- Head Office – Zweilitsha

**REQUIREMENTS**

- Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver’s license will be an added advantage. Good customer care.

**DUTIES**

- Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data
captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate. Act as a team player contributing to the holistic outcomes of the sub-directorate. Maintain and collate authentic data for learners and educators involved in Learner Transport Programme. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

ENQUIRIES

Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/50

ADMINISTRATIVE CLERK: OFFICE OF DDG: IOM REF. DOE 23/03/2018

SALARY

R152 862 per annum (Level 5)

CENTRE

Head Office – Zwelitsha

REQUIREMENTS

Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

DUTIES

Provide financial administration support services in the component. Capture and update expenditure in component. Provide personnel administration clerical support services within the component. Provide supply chain clerical support services within the component. Render general clerical support services. Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate. Act as a team player contributing to the holistic outcomes of the sub-directorate. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

ENQUIRIES

Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/51

ADMINISTRATIVE CLERK (9 POSTS)

SALARY

R152 862 per annum (Level 5)

CENTRE

Various school hostels in province:
OR Tambo Inland District (Dalindyabo School) REF NO: DOE 24/03/2018 (1 Post)
Amathole West district (Fort Beaufort Primary School) REF NO: DOE 25/03/2018 (1 Post)
Nelson Mandela Bay Municipality District (Huise School) REF NO: DOE 26/03/2018 (1 Post)
Nelson Mandela Bay Municipality District (St Colmicile School) REF NO: DOE 27/03/2018 (1 Post)
Chris Hani West District (Maria Louw School) REF NO: DOE 28/03/2018 (1 Post)
Sarah Baartman District (Jansenville School) REF NO: DOE 29/03/2018 (1 Post)
Sarah Baartman District (Pearson School) REF NO: DOE 30/03/2018 (1 Post)
Sarah Baartman District (Aeroville School) REF NO: DOE 31/03/2018 (1 Post)
Sarah Baartman District (Willowmore Primary School) REF NO: DOE 32/03/2018 (1 Post)

REQUIREMENTS

Grade 12 certificate with 5 years in administrative experience. Diploma will be an added advantage. Computer Literacy (MS Word and Excel). Knowledge of finances. An understanding of Public Finance Management Act (PFMA). Basic Conditions of Employment Act. An understanding of Government priorities educational policies and Public Service principles. An understanding of Public Service principles. Good planning skills and be able to work under pressure. Willing to work with and for learners with special education needs (disabled learners).
Good communication and negotiating skills (written and verbal), good customer care. Present good telephone etiquette and good interpersonal skills. Promote welfare of learners. A valid Code 8 (EB) Driver’s license will be an added advantage. Good customer care.

**DUTIES**

Responsible for assisting unit with administrative duties, render photocopying and faxing services. Supervision and control of subordinates; Leave management, Performance management, Records management and Financial management. Managing subsidies / funds transferred to the school by the department. Prepare school budget and initiate procurement processes. Assist in administration. Reconcile, balance and prepare monthly and quarterly reports /quarterly financial statements and budget estimates. Organizing parent’s meetings and keep minutes of the meetings. Ordering of text books, stationery, other equipment and distribution of stationery. Procurement and provisioning of office goods/resources. Document management such as typing, filling, reception, scanning, faxing, record keeping of school, staff and learner issues. Ensure safe keeping of all documentation in the office and answering phones. Capturing data and keeping data base. Compilation of general office correspondence such as memorandums, submissions, invitations, notices and letters.

**ENQUIRIES**

Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/52**

**SENIOR HOUSEKEEPING SUPERVISOR (12 POSTS)**

**SALARY**

R127 851 per annum (Level 04)

**CENTRE**

Various school hostels in province:
- OR Tambo Inland District (Dalindyebo School) REF NO: DOE 33/03/2018 (1 Post)
- Amathole West District (Fort Beaufort Primary School) REF NO: DOE 34/03/2018 (1 Post)
- Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 47/03/2018 (1 Post)
- Alfred Nzo District (Mvenyane School) REF NO: DOE 48/03/2018 (1 Post)

**REQUIREMENTS**

A minimum of Grade 10/Std 8. Good communication skills and Good Customer Care Ability to learn. Willingness to work with learners. An understanding of Public Service Principles.

**DUTIES**

Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children’s clothes. Promote welfare of learners.

**ENQUIRIES**

Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/53**

**HOUSEKEEPING SUPERVISOR/MOTHER/FATHER (14 POSTS)**

**SALARY**

R107 886 per annum (Level 03)

**CENTRE**

Various school hostels in province:
- OR Tambo Inland District (Dalindyebo School) REF NO: DOE 45/03/2018 (1 Post)
- Amathole West District (Fort Beaufort Primary School) REF NO: DOE 46/03/2018 (1 Post)
- Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 47/03/2018 (1 Post)
- Alfred Nzo District (Mvenyane School) REF NO: DOE 48/03/2018 (1 Post)
OR Tambo Inland District (Jongilizwe School) REF NO: DOE 49/03/2018 (1 Post)
OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 50/03/2018 (1 Post)
Amathole East District (Blythwood School) REF NO: DOE 51/03/2018 (1 Post)
Sarah Baartman District (Willowmore Sss School) REF NO: DOE 52/03/2018 (2 Posts)
Sarah Baartman District (Aberdeen School) REF NO: DOE 53/03/2018 (2 Posts)
Sarah Baartman District (Pearston School) REF NO: DOE 54/03/2018 (1 Post)
Sarah Baartman District (Aeroville School) REF NO: DOE 55/03/2018 (1 Post)
Sarah Baartman District (Willowmore Primary School) REF NO: DOE 56/03/2018 (1 Post)

REQUIREMENTS:
A minimum of Grade 10 / Std 8. Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. An understanding of Public Service principles. Good communication skills, be friendly and have good customer care. Ability to work as part of the team. Promote welfare of learners and motivate learners to build self-esteem. Acceptance of responsibility and be able to identify learner needs and strengths. Create opportunities for learners to participate in activities. Have the ability to do the right thing all the time. Choose to make a difference. An understanding of Batho Pele Principles

DUTIES:
Has a responsibility to take care of learners after school and at night. Assist and train learners with dressing, feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Sort out and supply clean linen, clothes and repair clothing of learners. Observe children all time and take care of them when sick. Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc. Has a responsibility to take care of learners during day, after school and at night. Have patience and willingness to support learners unconditionally. Promote welfare and uphold the rights of learners. Assist learners with mobility and orientation in school with hostels. Make sure that the learners are on time for school, in proper clean and ironed uniform. Marking of all children's clothes, shelf packing, keep record of all linen, equipment and supervision over laundry. Any pressure sores or illness must be reported immediately. Responsible for stock taking. Responsible for stock taking, supply, sort out clean linen and clothes to learners. Escort /accompany sick learners to hospital / clinic and town. Drawing up of working schedules and making of relief arments. Good communication skills and Good Customer Care. Control and keep record and registers up to date.

ENQUIRIES:
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/54:
CARETAKER/HANDYMAN (13 POSTS)

SALARY:
R107 886 per annum (Level 03)

CENTRE:
Various school hostels in province:
OR Tambo Inland District (Dalindyebo School) REF NO: DOE 57/03/2018 (1 Post)
Amathole West District (Fort Beaufort Primary School) REF NO: DOE 58/03/2018 (1 Post)
Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 59/03/2018 (1 Post)
Buffalo City District (Bylletts School) 1 Post REF NO: DOE 60/03/2018 (1 Post)
Sarah Baartman District (Alexandria School) REF NO: DOE 61/03/2018 (1 Post)
OR Tambo Inland District (Jongilizwe School) REF NO: DOE 62/03/2018 (1 Post)
OR Tambo Inland District (Shawbury School) REF NO: DOE 63/03/2018 (1 Post)
OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 64/03/2018 (1 Post)
Amathole East District (Blythwood School) REF NO: DOE 65/03/2018 (1 Post)
Chris Hani West District (Maria Louw School) REF NO: DOE 66/03/2018 (1 Post)
Chris Hani West District (Freemantle School) REF NO: DOE 67/03/2018 (1 Post)
Sarah Baartman District (Willowmore Sss School) (1 Post)
REQUIREMENTS: A minimum of Grade 8/STD 6. Good communication skills. Ability to learn Willingness to work with learners and staff members.

DUTIES: Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.

ENQUIRIES: Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/55: SECURITY OFFICERS (5 POSTS)

SALARY: R107 886 per annum (Level 03)

CENTRE: Various school hostels in province:
- Buffalo City District (Bylletts School) REF NO: DOE 68/03/2018 (1 Post)
- OR Tambo Inland District (Shawbury School) REF NO: DOE 69/03/2018 (1 Post)
- OR Tambo Inland District (Shawbury School) REF NO: DOE 69/03/2018 (1 Post)
- Chris Hani West District (Freemantle School) REF NO: DOE 70/03/2018 (2 Posts)
- Sarah Baartman District (Willowmore Sss School) REF NO: DOE 71/03/2018 (1 Post)

REQUIREMENTS: A minimum of Grade 10/Std 8. Good communication skills, good customer care. An understanding of Public Service principles. Have the ability to do the right thing all the time. Choose to make a difference. Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem.

DUTIES: Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children. Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

ENQUIRIES: Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/56: GENERAL WORKERS/CLEANERS (69 POSTS)

SALARY: R90 234per annum (Level 02)

CENTRE: Various school hostels in province:
- OR Tambo Inland District (Dalindyebo School) REF NO: DOE 72/03/2018 (3 Posts)
- Amathole West District (Fort Beaufort Primary School) REF NO: DOE 73/03/2018 (2 Posts)
- Nelson Mandela Metro District (O Hof School) REF NO: DOE 74/03/2018 (2 Posts)
- Alfred Nzo District (Osborn School) REF NO: DOE 75/03/2018 (3 Posts)
- Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 76/03/2018 (3 Posts)
- Buffalo City District (Bylletts School) REF NO: DOE 77/03/2018 (3 Posts)
- Sarah Baartman District (Alexandria School) REF NO: DOE 78/03/2018 (2 Posts)
- Alfred Nzo District (Mvenyane School) REF NO: DOE 79/03/2018 (3 Posts)
- OR Tambo Inland District (Jongilizwe School) REF NO: DOE 80/03/2018 (3 Posts)
- OR Tambo Inland District (Shawbury School) REF NO: DOE 81/03/2018 (3 Posts)
- OR Tambo Inland District (Mthatha Tech School) REF NO: DOE 82/03/2018 (3 Posts)
- OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 83/03/2018 (3 Posts)
- Amathole East District (Blythswood School) REF NO: DOE 84/03/2018 (3 Posts)
REQUIREMENTS:
A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and ability to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES:
Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES:
Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/57:
FOOD SERVICES AIDES (28 POSTS)

SALARY:
R90 234 per annum (Level 02)

CENTRE:
Various school hostels in province:
OR Tambo Inland District (Dalindyebo School) REF NO: DOE 100/03/2018 (1 Post)
Amathole West District (Fort Beaufort Primary School) REF NO: DOE 101/03/2018 (1 Post)
Nelson Mandela Metro District (Doukamma School) REF NO: DOE 102/03/2018 (1 Post)
Nelson Mandela Metro District (Huise School) REF NO: DOE 103/03/2018 (1 Post)
Nelson Mandela Metro District (O Hof School) REF NO: DOE 104/03/2018 (1 Post)
Alfred Nzo District (Osborn School) REF NO: DOE 105/03/2018 (1 Post)
Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 106/03/2018 (1 Post)
Buffalo City District (Bylie tts School) REF NO: DOE 107/03/2018 (1 Post)
Sarah Baartman District (Alexandria School) REF NO: DOE 108/03/2018 (1 Post)
Alfred Nzo District (Mvenyane School) REF NO: DOE 109/03/2018 (1 Post)
O R Tambo Inland District (Jongilizwe School) REF NO: DOE 110/03/2018 (1 Post)
OR Tambo Inland District (Shawbury School) REF NO: DOE 111/03/2018 (1 Post)
OR Tambo Inland District (Mthatha Tech School) REF NO: DOE 112/03/2018 (1 Post)
Or Tambo Inland District (Ngangelizwe School) REF NO: DOE 113/03/2018 (1 Post)
Amathole East District (Blythswood School) REF NO: DOE 114/03/2018 (1 Post)
Chris Hani West District (Maria Louw School) REF NO: DOE 115/03/2018 (1 Post)
Buffalo City District (Braidbacht School) REF NO: DOE 116/03/2018 (1 Post)
Amathole District (St Matthews School) REF NO: DOE 117/03/2018 (1 Post)
Chris Hani District (Nyanga School) Ref No: DOE 118/03/2018 (1 Post)
Chris Hani West District (Michaudale School) REF NO: DOE 119/03/2018 (1 Post)
Chris Hani West District (Middelanse School) REF NO: DOE 120/03/2018 (1 Post)
Alfred Nzo West District (Makaula School) REF NO: DOE 121/03/2018 (1 Post)
Chris Hani East District (Daliwonga School) REF NO: DOE 122/03/2018 (1 Post)
Chris Hani West District (Ntsokotha School) REF NO: DOE 123/03/2018 (1 Post)
Chris Hani West District (Mt Aurtur School) REF NO: DOE 124/03/2018 (1 Post)
Chris Hanie West District (Freemantle School) REF NO: DOE 125/03/2018 (1 Post)
Sarah Baartman District (Daleview School) REF NO: DOE 126/03/2018 (1 Post)
Sarah Baartman District (Willowmore Primary School) REF NO: DOE 127/03/2018 (1 Post)

**REQUIREMENTS**

To promote healthy lifestyles and good nutrition in schools. Able to draw a healthy and balanced diet. Willingness to work and cater for learners with special education needs (disabled learners). Ability to learn. An understanding of Public Service principles. Acceptance of responsibility and be able to identify learner needs and strengths. Acknowledge and respect differences in learners with disabilities. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Must have the ability to do the right thing all the times. Choose to make a difference. Good communication skills, good customer care.

**DUTIES**

Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stocktaking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children.

**ENQUIRIES**

Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

**POST 10/58**

**GENERAL WORKERS/CLEANERS-NSNP LS PID REF NO: DOE 128/03/2018 (1 YEAR CONTRACT POSITION) (3 POSTS)**

**SALARY**

Rs 90 234 per annum (Level 02)

**CENTRE**

Head Office – Zweilitsha

**REQUIREMENTS**

A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

**DUTIES**

Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and
vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconform learners unconditionally.

ENQUIRIES: Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.


FOR ATTENTION: Ms B Ndayi

CLOSING DATE: 29 March 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 10/59: 2X FINANCIAL MANAGEMENT SPECIALISTS (CONTRACT CFO POSITIONS):

TSU: REF NO: PT 03/03/2018

Contract period: One year, renewable every year up to three years based on performance (achievement of agreed targets). This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested). EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting application from suitable candidates to act as Chief Financial Officers (CFO) in various departments and/or municipalities, based on the need of support.

SALARY: R948 174 - R1, 27,334 per annum Level 13-14

CENTRE: Bhisho
**REQUIREMENTS**

A Bachelor’s degree in Finance/Auditing (qualification at NQF level 7). With extensive knowledge and experience (i.e. a minimum of five (5) years’ experience at Director Level) in an accounting environment. A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage/ or equivalent postgraduate degree in Finance.

**DUTIES**

In support to the Accounting Officer, the incumbent will perfume the duties of the Chief Financial Officer in sector departments and/or municipalities, including: Developing and executing financial and business support strategy, implement Financial Management Plan of the entity based on the mandate in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA); Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; Provide leadership and sustainable operational management of the entity’s finance function; Ensure that Finance function performs effectively and optimally with regards to the entity’s requirements for stakeholder relations management; Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; Ensure that the entity’s financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; Implement budgetary controls and effective internal control systems in the accounting and reporting cycles; Implement Supply Chain and Asset Management systems.

**SKILLS AND Competencies:**

Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers’ licence.

**ENQUIRIES**

Ms B Ndayi 040 1010 072

**POST 10/60**

DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES). REF NO: PT 04/03/2017

This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested).

Purpose: To promote, monitor, support and report on the implementation of Accounting Standards in Provincial Departments.

**SALARY**

R948 174 per annum Level 13

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing, having completed articles, with 7-8 years’ experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage.

**DUTIES**

In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices. Skills and competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented...
ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

ENQUIRIES
Ms B Ndayi 040 1010 072/071

OTHER POSTS

POST 10/61
DEPUTY DIRECTOR: BUDGET MANAGEMENT: REF NO: PT 01/03/2018

SALARY: R779 295 per annum Level 12

CENTRE: Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years’ experience in Finance of which 3 years must have been at Assistant Director Level in a budget environment. Knowledge and skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

DUTIES:
oversee the timely tabling of credible main budget: Review and improve on previous year’s internal budget process with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department’s input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of departmental strategic plans (SP) and annual performance plans (app) and the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. Analyse monthly IYM on revenue and expenditure and ensure
feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, CBC, Top management and department on IYM analysis. Provide inputs for the CFO’s forum when required. Prepare PEAR document for National Treasury. Analyse quarterly performance reports (QPR) and provide feedback to department: Review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

ENQUIRIES:
Ms B Ndayi 040 1010 072

POST 10/62:
DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PT 02/03/2018
Purpose: To manage the development, and implementation reviewal, of Contract Administration Services in the Department. To manage the performance and risks of contracts, and as needed, provide guidance on contract matters to units within the ECPT.

SALARY:
R658 558 per annum Level 11

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Commerce / Supply Chain Management / Procurement/ Law or related field coupled with Minimum of 5 years’ experience contract management experience of which 3 years must have been at an Assistant Director Level. Short Courses in Contract Management will be an added advantage. Skills and competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions &Practice Notes. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising,
Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate and Good Communication Skills (verbal and written).

**DUTIES**

Develop departmental contract management policies and guidelines: Review Contract Management policies and procedures annually. Conduct research on best practices with regards to contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Manage departmental contracting: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendment cancelations and develop proposals for approval. Evaluate applications for deviations and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics. Monitor supplier performance according to the contract and service level agreement. Negotiate favourable terms and conditions to both ECPT and service provider. Demonstrate high-level understanding of Governance Framework for Contract Management and Internal Control. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timely, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**ENQUIRIES**

Ms B Ndayi 040 1010 072/071

**DEPARTMENT OF ROADS PUBLIC WORKS**

The Office of The Premier in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**APPLICATIONS**

Should be directed to The Director: HR Practices and Administration, Department of Roads and Public Works; Private Bag X0022, Bhisho, 5605. Hand deliver To Room 2-09, second Floor, Qhasana Building, Independence Avenue, Bhisho and enquiries can be directed to Mr M. Mbangi at 040-609 6290/6290/6248.

**FOR ATTENTION**

Ms N.H Malgas

**CLOSING DATE**

29 March 2018

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.
<table>
<thead>
<tr>
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<th>MANAGEMENT ECHELON</th>
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<tbody>
<tr>
<td>SALARY :</td>
<td>DIRECTOR: INTERNAL AUDIT, REF NO: DRPW 01/02/2018,</td>
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<tr>
<td>CENTRE :</td>
<td>R948 174. (Level 13) An all-inclusive remuneration package:</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>An appropriate Bachelor’s degree in Auditing and Accounting. Successful completion of Articles in Accounting and Auditing with a registered firm of chartered accountants and CIA, will be an added advantage and audit experience in infrastructure related projects. 6-8 years’ experience in internal audit services, risk management and Special IT audits; and a minimum of 4 years in managing internal audit services in Deputy Director Level. Possession of a valid driver’s license. A person must be a member of IIASA and other relevant professional bodies. Experience in strategy formulation, implementation and delivery. Experience in designing, implementing and reviewing corporate governance, risk management processes and internal controls. Up to date knowledge of local and international auditing standards and risk practices. Strong IT systems knowledge and teammate audit software including its data analytics. Knowledge and skills: Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Advanced Computer skills, customer service skills, Programme and project management. Driver’s licence is a must. Public Finance Management Act (PFMA); Standards for the Professional Practice of Internal Auditors, Public Service Regulations and Framework; Computer audit software (teammate and ACL, etc) Values: Integrity, Objectivity, Confidentiality, Competency. It is expected from the incumbent to work outside normal working hours from time to time.</td>
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<td>DUTIES :</td>
<td>The Director internal audit will assist the Chief Audit executive: To coordinate the provision and management of Internal Audit services. To provide an independent objective assurance and consulting activity designed to add value and improve an organization’s operations. Develop Internal Audit policies and procedures in accordance with the Institute of Internal Auditors (IIA) standards. Prepare, for approval by the audit committee a rolling three-year strategic internal audit plan. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage all the resources for the component. Co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimize duplication of effort. Providing support to the Audit Committee in terms of plans and reports. Monitor and evaluate systems of internal control, risk management and Governance processes. Assisting the Department in adhering to sound corporate governance principles, complies with all government regulations and satisfies all legislative oversight requirements. Assess the operational procedure and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act. Assist the accounting officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement. Assist the accounting officer in achieving the objectives of the Department by evaluating and developing recommendations for the enhancement or improvement of the processes. Establish internal audit priorities. Develop a good work relationship with external auditors as well as the chairperson and members of the audit committee</td>
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<td>ENQUIRIES :</td>
<td>Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274</td>
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<td>POST 10/64</td>
<td>REGIONAL DIRECTOR: (REF. DRPW 02/02/2018)</td>
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<td>SALARY :</td>
<td>An all-inclusive remuneration package: R948 174. (Level 13)</td>
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<td>CENTRE :</td>
<td>Amathole Regional Office (East London)</td>
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<td>REQUIREMENTS :</td>
<td>A Bachelor’s Degree / National Diploma in Public Administration/ Management or equivalent with 6 to 10 years’ experience in Human Resource Management/Financial Management / Infrastructure environment of which at least four (4) must be at Middle Management Level in the public sector. A valid driver’s license Knowledge: Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management</td>
</tr>
</tbody>
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**DUTIES**

Manage the following functions of the department in the Region: Manage the roads and buildings of the Region. Maintenance of state owned buildings. Property development. Management of all properties utilized by provincial government departments. Develop policies and systems for the efficient management of state property. Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve departmental targets. Financial management - Responsible for regional budget and reporting. HR Management- Responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resources development. Corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the region Amathole Regional Office (East London)

**ENQUIRIES**

Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**OTHER POSTS**

**POST 10/65**

CHIEF QUANTITY SURVEYOR (GRADE A) X1 POST, COMPONENT: PROVINCIAL DEPARTMENTS (BUILDINGS), REF NO: DRPW 03/02/2018,

**SALARY**

An all-inclusive remuneration package of R805 806 per annum (OSD)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**


**DUTIES**

Quality Survey analysis effectiveness: Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology. Maintain quality survey operational effectiveness: Manage the execution of quantity survey strategy thorough the provision of appropriate structures, systems and resources, Set quality survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Set quality survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quality survey according to organizational needs and requirements and Manage
subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

ENQUIRIES: Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274


SALARY: An all-inclusive remuneration package of R805 806 per annum (OSD)

CENTRE: Head Office (Bhisho)

REQUIREMENTS: A Bachelor’s Degree in Architecture or relevant qualification. Six years post qualification Architectural experience. Valid driver’s license. Compulsory Registration with SACAP as a Professional Architect

DUTIES: Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

ENQUIRIES: Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/67: DEPUTY DIRECTOR: FINANCIAL SERVICES, REF NO: DRPW 05/02/2018.

SALARY: An all-inclusive remuneration package of R657 558 per annum (Level 11)

CENTRE: Chris Hani Regional Offices (Queenstown)

REQUIREMENTS: A National Diploma or B Degree in Accounting /Commerce/Financial Management, Taxation, Internal Auditing or A National Diploma in Cost and Management or Accounting or Bachelor of Business Administration with at least five (5) years Financial Management environment experience of which three (3) years’ experience must be at an Assistant Director Level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver’s license. Knowledge and skills: Sound understanding of Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of laws, Regulations, Policies, Instructions, Practices, Public Finance
Management Act,, Notes of the Public Finance Management Act(PFMA)and National Treasury Regulations.

**DUTIES**
- Provide strategic guidance on handling financial matters of the region.
- Ensure that budget-related matters are handled accordingly.
- Control the administration of accounts and make follow ups on the budget to ensure that it is utilized properly.
- Handle audit related queries.
- Responsible for Payroll Management.
- Manage Personnel.
- Expenditure analysis.
- Manage compliance with legislative requirements on payment processes and reporting.
- Monitor and manage the authorization of receipts and deposits and timeous submissions of returns to Head Office.
- Management of the Financial Administration component.
- Effective and efficient identification and management of risks within the unit.
- Management, safeguarding and maintenance of assets, including debtors.
- Management of liabilities and collection of revenue.
- Compliance with taxes, levies, duties, pension and all financial commitments.
- Detect and report on unauthorized, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct.
- Settlement of contractual obligations and payment of all money owing, including inter-governmental claims within the agreed or prescribed period.
- Keeping full or proper records of the financial affairs of the Region.
- Control and review of monthly reconciliation.
- Assist Management to ensure compliance with the PFMA, Treasury Regulations, and other relevant guidelines and legislation.

**ENQUIRIES**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/68**
**DEPUTY DIRECTOR: PROVINCIAL COORDINATION, EXPANDED PUBLIC WORKS PROGRAMME, REF NO: DRPW 06/ 02/2018**

**SALARY**
An all-inclusive remuneration package of R657 558 per annum (Level 11)

**CENTRE**
Head Offices (Bhisho)

**REQUIREMENTS**
A recognized B-degree or National Diploma in Socio Economic Development/Public Administration. At least five (5) years relevant experience of which three (3) years must be at Assistant Director Level. A Valid driving licence. Knowledge: knowledge of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislation, policies and procedures.

**DUTIES**
- Ensure that all public bodies implement EPWP programme.
- Liaise with public bodies and encourage them to increase their investment on Public Employment programmes.
- Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the establishment of sector committees. Ensure that sectors have business plans in line with the agreed national targets. Ensure that public bodies comply and adhere to EPWP policies and the ministerial determination. Provide continuous support and monitoring to public bodies. Monitor the utilisation of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums.

**ENQUIRIES**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/69**
**DEPUTY DIRECTOR: HIRING AND LETTING, COMPONENT: PROPERTY MANAGEMENT, REF NO: DRPW 07/ 02/2018**

**SALARY**
An all-inclusive remuneration package of R657 558 per annum (Level 11)

**CENTRE**
Head Offices (Bhisho)

**REQUIREMENTS**
A recognized B-degree or National Diploma in any Property/Public Administration/ Public Management / Law discipline with experience in the property environment with specifically acquisition through leasing with at least five (5) years relevant experience of which three (3) years must be at Assistant Director level. Proven relevant experience in the administration and management of expense leases is necessary. Good knowledge and understanding of the Property Transformation Charter, the PFMA and Treasury Regulations. Candidates with a legal background and experience in contract administration, as well office space planning will be an added advantage. Computer literate - MS Office. Valid EB driver’s license. Knowledge And Skills: Knowledge of property prescripts and procedures with regard to lease management. Computer literacy. Knowledge and understanding of
the Public Finance Management Act. Knowledge of budgeting and control Ability to write letters and memorandums, as well as to compile reports for the Senior Manager. Ability to read and interpret lease contracts. Knowledge and understanding of contract and facilities management. Ability to determine office space needs and to measure buildings. Good communication and negotiation skills (both verbal and writing). Must be able to work independently as well as in a team. Ability to work under pressure and meet deadlines. People management and problem-solving skills. Strong interpersonal skills and ability to build relationships. Strong negotiation skills. A sense for accuracy and detail is very important.

**DUTIES:**
- Management of the leased portfolio of the Department.
- Willingness to travel and a valid driver's licence.
- Conduct conditional assessments on government and private property.
- Prepare applications and reports to the Departmental BID Adjudication Committee.
- Prepare submissions for the hiring and letting of land and buildings.
- Liaise with various stakeholders in the private and public domain regarding property rentals and space requirements, including Municipalities and SAPOA.
- Land use and spatial analysis – measurement of office accommodation and buildings.
- Conduct negotiations with landlords and tenants.
- Prepare lease agreements.
- Ensure correct and timeous payments on utilities and rentals of leased properties.
- Ensure optimal utilisation of leased properties and effective contract administration.
- Assist the Senior Manager in other related tasks and duties which may be assigned from time to time.
- Procure leased accommodation on behalf of clients (Provincial Government Departments) in accordance with approved needs assessments. Produce status reports. Maintain the lease registers. Liaise with the Finance Unit and Regional Offices.
- It will be expected from the official to travel extensively within the borders of the Province.

**ENQUIRIES:**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/70**
QUANTITY SURVEYOR, COMPONENT: HEALTH PORTFOLIO – BUILDINGS, REF NO: DRPW 08/ 02/2018,

**SALARY**
An all-inclusive remuneration package of R549 639 per annum (OSD)

**CENTRE**
Head Offices (Bhisho)

**REQUIREMENTS**
A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver’s license. Compulsory registration with SACQSP as a Professional Quantity Surveyor

**DUTIES**
Perform quantity survey activities on buildings, structures or facilities:
- Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards.
- Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards.
- Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning:
- Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery • Research and development:
- Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise
- Liaise with relevant bodies/ councils on quantity survey related matters

**ENQUIRIES**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/71**
CONTROL ENGINEERING TECHNICIAN X3 POSTS, COMPONENT: HEALTH PORTFOLIO - X2 POSTS, X1 PROVINCIAL DEPARTMENTS X1 POST, REF NO: DRPW 14/02/2018,

**SALARY**
R396 375 per annum (OSD)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**
DUTIES
Manage Technical Services:
- Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions:
  - To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development:
  - Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/72
CHIEF ARTISAN - GRADE A: BUILDINGS REF NO: DRPW 15/02/2018

SALARY
R343 329 per annum (OSD)

CENTRE
Amathole Regional Office (Butterworth)

REQUIREMENTS

DUTIES
Manage technical services:
- Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manager administrative and related functions:
  - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management:
  - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management:
  - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise:
  - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

ENQUIRIES
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/73
CONTROL SECURITY OFFICER, COMPONENT: FACILITIES MANAGEMENT, REF NO: DRPW 09/02/2018

SALARY
R334 545. - R404 121. per annum (Salary Level 9)

CENTRE
Amathole Regional Offices (East London)

REQUIREMENTS
A Bachelor’s Degree or National Diploma in Security Management/ Policing / Law or any relevant qualification with a minimum of 5 years’ experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver’s licence. NB!! SSA Security Managers course and Project Management will be an added advantage. Knowledge and skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS. Contract management of
private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills

**DUTIES**

* Manage and oversee security within the region.
* Assist in the drafting and reviewing of security policies.
* Assist in the drafting and reviewing of security plans and procedures.
* Conduct security threat and risk assessments as well as security audits within the region.
* Monitor compliance with the Mis, MPSS and other security legislation.
* Evaluate and improve the effectiveness of security measures and procedures.
* Create, develop and maintain a security awareness and training programme for the region.
* Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region.
* Manage and coordinate the investigation of security breaches in the department.
* Manage and monitor compliance to Service Level Agreements with security service providers.
* Supervise work schedules to assure deadlines are met.
* Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products.

**ENQUIRIES**

Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/74**

**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT, COMPONENT:**

**PROPERTY MANAGEMENT, REF NO: DRPW 10/02/2018:**

**SALARY**

R334 545 per annum (Level 9)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

An appropriate Bachelor’s Degree / National Diploma in any Property / Public Administration / Public Management / HR discipline with at least four (4) years relevant experience in property management of which two (2) years must be at a supervisory level. Proven relevant experience in the implementation of GIAMA, administration and management of immovable properties is necessary. Advanced knowledge and understanding of Act 7 of 2000, GIAMA, IDMS (Infrastructure Delivery Management System) the PFMA and Treasury Regulations. Computer literate - MS Office. Research skills. Valid EB driver’s license. Knowledge and skills: Knowledge of property prescripts and procedures, facilities management, Health and safety regulations, government budget cycle process. Computer literacy. Ability to write letters, memorandums, as well to compile reports for the Manager Knowledge and understanding of property and land-related legislation Very good communication skills – both verbal and writing. Ability to interpret variety of technical instructions to enable to form. Office management skills. Must be able to work independently as well as in a team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important. Very good communication skills – both verbal and writing. People management and problem-solving skills. Office management skills.

**DUTIES**

Implementation of GIAMA. GIAMA support to user departments and regions. Management and administration of Facilities register. Management of Facilities Complaints and Defects Register. Liaising with Building Maintenance Unit for day-to-day maintenance. Co-ordination of legal services relating to Occupational, Health and Safety of the portfolio. Computer literacy. Ability to write letters, memorandums, as well to compile reports for the. Must be able to work independently as well as in a team. Ability to work under pressure.

**ENQUIRIES**

Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/75**

**ASSISTANT DIRECTOR: PROPERTY HOLDINGS X3 POSTS, COMPONENT:**

**FIXED ASSET MANAGEMENT**

**SALARY**

R334 545 per annum (Level 9)

**CENTRE**

Sarah Baartman Ref No: DRPW 11/02/2018; (Port Elizabeth) X1 post

Alfred Nzo Regional Office Ref No: DRPW 12/02/2018; (Mount Ayliff) X1 post

OR Tambo Regional Office Ref No: DRPW 13/02/2018; (Mthatha) X1 post

**REQUIREMENTS**

An appropriate Bachelor’s Degree / National Diploma in any Property discipline/ Public Administration with at least four (4) years relevant experience in Fixed Asset Management (Property Management) of which two (2) years must be at supervisory level. Advanced computer skills and good communication skills both verbal and written. Sound knowledge and workable understanding of State Land
administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate’s advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver’s license.

**DUTIES**
Manage the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Prepare submissions to Head Office for approval of acquisitions and disposals by Premier. Prepare and submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. Assist the Manager with other related tasks and duties which may be assigned from time to time. Supervision of staff.

**ENQUIRIES**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/76**
ENGINEERING TECHNICIAN - GRADE A: BUILDINGS X3 POSTS

**SALARY**
R274 440 per annum (OSD)

**CENTRE**
Education Portfolio - Buildings Ref No: DRPW 16/02/2018 (Head Office) X2 posts, Sarah Baartman Ref No: DRPW 17/02/2018 (Port Elizabeth) X1 post

**REQUIREMENTS**

**DUTIES**
Render technical services:- Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:- Provide inputs into budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain database and Supervise and control technical and related personnel and assets• Research and Development:- Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES**
Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

**POST 10/77**
WORKS INSPECTOR REF NO: DRPW 18/02/2018, X1 POST

**SALARY**
R183 558. per annum (Level 6)

**CENTRE**
OR Tambo Regional Offices (Mthatha),

**REQUIREMENTS**
A National Diploma in Mechanical Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate. Knowledge of Air Conditioning, Refrigeration and Boilers is necessary. Ability to read, interpret drawings, layouts and specifications. A valid driver’s license

**DUTIES**
Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyze problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is
performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment.

ENQUIRIES: Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/78: LEGAL ADMINISTRATION OFFICER GR 1; MR -1. REF NO: DRPW 19/08/2018, Component: Legal Services

SALARY: R174 606 per annum (OSD)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous legal experience is required.
DUTIES: Functional Duties: Must be able to: Display and understanding of drafting legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Display knowledge of interviewing principles for the purposes of determining client’s goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client’s instruction, and discuss these with the supervisor. Accurately document an interview and all advice given. Generic- Must be able to: Achieve excellence in delivering the planned customer service outcomes (i.e. service level and standards) for the department and monitoring the unit’s service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing telecommunication, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning.

ENQUIRIES: Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/79: ARTISAN: BRICKLAYER (GRADE A) REF NO: DRPW 20/02/2018 Component: Construction

SALARY: R167 778. per annum (OSD)
CENTRE: OR Tambo Regional Office (Port St Johns Depot)
DUTIES: Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
ANNEXURE I

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 March 2018
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. All 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 10/80: DIRECTOR: HUMAN RESOURCE MANAGEMENT: REFS/002688
Directorate: Human Resource Management

SALARY: R948 174. per annum. An all-inclusive remuneration package

CENTRE: Johannesburg


DUTIES: To provide effective human resource administration to the Department. Manage and facilitate the provision of labour relations services. Manage, coordinate and facilitation of Performance Management Development Programmes. Manage, coordinate and facilitate Human Resource Planning, Strategy and Human Resource Utilization, organisational development and operations management. Manage and Facilitate the Provision of Employee Health and Wellness Programme.

ENQUIRIES: Ms Nkhensani Manganyi Tel No: 011 689 3701
OTHER POSTS

POST 10/81 : ASSISTANT DIRECTOR-ANALYST SYSTEM DEVELOPER REFS/002698
Directorate: Office of Chief Information Officer

SALARY : R334 545. per annum all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognized 3yr National Diploma in ICT or Bachelor's degree in ICT (computer science or Informatics) with 3-5 years’ experience directly related to the duties and responsibilities specified. Valid Driver’s licence. Knowledge and Skills: Knowledge of various platforms (Database management & various programming environments), including: SQL, MySQL, ASP.Net, MVC, C#, VB.Net and extensive knowledge on the .NET environment and Java or other open source software. Development and/or programming design and systems management. Knowledge of applicable data privacy practices and laws. Relevant Public Service Regulations. Understanding of expectations of customers. Duties: Liaise between programmers, the business analyst, the tester, database administrator and the project manager, develop and maintain architecture using new technologies; Recommend frameworks to be used. Provide overall design and structure of the application. Establish coding guidelines (error handling, logging, testing, threading) and enforces guidelines, ensure that the design patterns can be maintained and extended. Version Control, create base lines for new and old source codes and merge change into old base lines. Defines Infrastructure requirements. Develop and deploy new applications, systems software, and/or enhancements to existing applications throughout the enterprise. Provide technical leadership to project managers and programmers working all development project teams.

ENQUIRIES : Ms. Nkhensani Manganyi Tel: 011 689 3701

POST 10/82 : SYSTEM DEVELOPER REF NO: REFS/002693
Directorate: Office of the Chief Information Officer

SALARY : R226 611. per annum plus service benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric and a recognized 3-year National Diploma in ICT or Bachelor Degree in ICT (Computer Science or Informatics. MCSD Certificate will be an added advantage. A minimum of 1-3 years’ experience directly related to the duties and responsibilities specified. Knowledge and skills: Knowledge of system development life cycle (SDLC). Good understanding of databases (SQL & MYSQL). Competent in the following skillsets .Net Environment (C#, vb.Net), Asp.net, JavaScript, jQuery, CSS, Knowledge of version control products such as (Team Foundation Server (TFS) & SVN), Html, bootstrap and other open source technologies. Good communication and interpersonal skills required to communicate with stakeholders from different business units. Understanding business management principles. Duties: Maintenance and design of new and existing system functionality. Development of enhancements and new applications based on the technical specifications. Arrange project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encode project requirements by converting work flow information into computer language. Administration and development of databases and related processes and procedures for support. Manage and maintain central information management system databases. Ensure systems availability always

ENQUIRIES : Ms Nkhensani Manganyi Tel No: 011 689 3701

DEPARTMENT OF EDUCATION

APPLICATIONS : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
CLOSING DATE : 23 March 2018
NOTE : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An
updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHelon

POST 10/83 : DISTRICT DIRECTOR: GAUTENG WEST
(5 Years Fixed Term Contract Performance Based) Ref No: Gw2018/02/01
District Operations Management

SALARY : R948 174. per annum (an all-inclusive package)
CENTRE : Gauteng West District
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver’s license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage subordinates and other participants in the Branch activities. Responsible for the financial management of the component’s activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Mr MH Tsosane 011 843 6533

POST 10/84 : DIRECTOR: SPECIAL INVESTIGATION (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED) REF NO: HO2018/02/02
Chief Directorate: School Intervention

SALARY : R948 174. per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and

DUTIES
Ensure that investigations are conducted within the refines of the law. Ensure interventions are conducted to promote improved performance. Develop education governance capacity. Respond to flash points on the instructions of authority to stabilize the situation. Monitor school effectiveness. Develop monitoring mechanisms. Provide advice and guidance in respect of all services, policies, systems and development. Provide reports on the overall planning and functioning of the Directorate. Provide support to the senior manager within the branch. Ensure the effective, efficient and economical management and utilization of resources allocated to the department as outlined in the legislative framework for good governance. Provide and maintain financial management systems that will enable the branch to comply with the imperatives set by the PFMA. Designing and application of the functional policies and procedures. Providing general supervision requirements.

ENQUIRIES
Mr MH Tsosane 011 843 6633

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

APPLICATIONS
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

NOTE
Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

CLOSING DATE
23 March 2018

OTHER POSTS
POST 10/85
DEPUTY DIRECTOR: QUALITY ASSURANCE – REFS/002675
Directorate: Centre of Innovation

SALARY
R657 558 per annum (all-inclusive remuneration package)

CENTRE
Johannesburg

REQUIREMENTS
Matric plus a minimum of National Diploma/Degree in Quality Management/Quality Assurance or Quality with 3 to 5 years’ experience in leading a team within quality management environment and re-engineering systems’ processes or Matric plus 8-9 years’ experience in leading a team within quality management environment and re-engineering systems’ processes.

DUTIES
Identify, adapt and implement most appropriate business process improvement and quality assurance framework and methodology. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the Head of Department to improve the use of performance metrics and
their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit-in departmental Quality Assurance meetings to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8988

POST 10/86 : DEPUTY DIRECTOR: BUSINESS ANALYST – REFS/002676
Directorate: Centre of Innovation

SALARY : R657 558 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a National Diploma/Degree in Information and Communication Technology (ICT) such as Business Informatics, Information Management, Information Systems, Computer Science or Industrial Engineering with working experience of 3 – 5 years in the business analysis, business process analysis or software engineering OR Matric plus 8-9 years’ experience in business analysis, business process analysis or software engineering. The certificates of business analysis will be advantageous. A postgraduate degree will be advantageous.

DUTIES : Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seek to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-
departmental functional business processes and practices. Continually research more effective and efficient business processes.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/87: ASSISTANT DIRECTOR: BUSINESS PROCESS ANALYST (2 POSTS) – REFS/002679
Directorate: Centre of Innovation

SALARY: R417 552 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric Certificate plus a National Diploma/Degree in Business Informatics, Management Services, Information Management, Information Systems or Industrial Engineering with working experience of 2 – 3 years in the business analysis, business process analysis and software engineering OR Matric plus 6-7 years’ experience in the business analysis, business process analysis and software engineering. The certificates of business analysis will be advantageous.

DUTIES: Performs strategic business analysis for the various business units and supports business units in the application of business process improvement methodology in order to map existing processes and identify improvement initiatives. Analyses customer requirements and advises required process improvements. Develop, implement and manage efficient and effective methods or practices to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. Monitor and report on overall process improvement, integration and streamlining across the e-Government department. Supports the development of appropriate performance metrics linked to core processes. Interpret, evaluate and interrelate research data from various sources, and develop integrated business analyses and projections for incorporation into strategic decision-making and development of improvement initiatives. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Monitor, evaluate and report on overall process improvements across the e-Government. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/88: ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT – REFS/002680
Directorate: Centre of Innovation

SALARY: R417 552 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a recognised National Diploma/Bachelor’s Degree in preferably Information & Communication Technology with 2 to 3 years’ experience directly related to the duties and responsibilities specified. At least 2 years’ experience in a key role in Information & Communication Technology.

DUTIES: Assisting in the development and implementation of a knowledge and information management (KIM) systems for the Department of e-Government. Working with ICT to establish an effective IT infrastructure and related tools for data warehousing and information and knowledge exchange. Assisting in developing organisational processes and culture that actively promotes knowledge exchange. Actively placing content on the Knowledge Portal, to develop the knowledge base accessible to the organisation. Support the development of a knowledge and information management (KIM) policy, strategy and procedures, ensuring integration of data, information and knowledge requirements in a seamless process. Identify knowledge and information requirements of the department, to
ensuring that appropriate IT infrastructure and tools are in place to enable effective information and knowledge exchange. Contribute to the project team driving improvements and enhancements through development of KIM framework, ensuring that technology responds to the business requirements of the Department.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/89: ASSISTANT DIRECTOR: QUALITY ASSURANCE – REFS/002681
Directorate: Centre of Innovation

SALARY: R417 552 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a National Diploma/Degree in Quality Management/Quality Assurance or Quality with at least 2-3 years’ experience directly related to the duties and responsibilities of quality assurance and management, or Matric plus 6-7 years’ experience directly related to the duties and responsibilities of quality assurance and management. Other relevant experience: Strategy development/quality assurance environment

DUTIES: Develop, implement, maintain, monitor, evaluate and improve the Quality Management System. Develop QA framework and related tools and ensure implementation across the GPG departments. Support business units to design QA programs and develop service standards and performance metrics. Interpret, evaluate and interrelate research data from various sources, in particular customer satisfaction surveys, and ensure that this informs QA programs, and is integrated into business planning. Coordinate, facilitate and support the development and implementation of special research and/or survey initiatives related to specific research goals with regards to QA. Monitor, evaluate and report on overall quality management across the GPG departments. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organizations and consultants engaged in specifically commissioned quality assurance and management initiatives.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/90: ASSISTANT DIRECTOR: RESEARCH – REFS/002683
Directorate: Centre of Innovation

SALARY: R417 552 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a National Diploma or related NQF 6 qualification in preferably Business Management/Economic Sciences (Mathematical statistics / Statistics, Computer Science) with at least 2-3 years’ in a key research role with a business improvement environment reports, or Matric plus 6-7 years’ experience in a key research role with a business improvement environment reports Relevant experience: R&D experience preferably in the ICT/ R&D Assistant role ideally managing an ICT related unit or supervising staff within a unit/Experience in Enterprise scale Strategic R&D related projects will be highly regarded/Experience in a volume driven government service environment will be an advantage. Knowledge of government policy development; knowledge and understanding of integrated document management system; knowledge management skills; knowledge and understanding of government planning processes and cycle; good knowledge and understanding of Policy Framework for Strategic Plans and Annual Performance Plans; good knowledge and understanding of Framework for Managing Programme Performance Information; good knowledge and understanding of Policy Framework for Government-wide Monitoring and
Evaluation; coordination and planning skills; knowledge of relevant legislation and National Treasury regulations; Skills and competencies: Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management; Problem solving and ability to work independently with limited supervision; People management skills and computer literacy. The incumbent shall be able to write and design research reports and design, administer and report on Surveys.

**DUTIES**

Conducts research and development activities in the context of new and existing regulations (Data Collection, Analysis, Formatting, Reporting, and Presentation). Execute the daily R&D activities for the GCR, particularly as they relate to ICT process Improvement, innovation and strategy development. Functional support to Directorate. Implementation of work packages within R & D projects, evaluating their outcomes and reporting on overall achievements to Middle and Senior Management. Facilitate specific R&D activities for business units, or assists units in identifying, appointing and managing appropriate service providers. Involvement and coordinating field work. Ensures research undertaken by the e-Government complies with requirements for valid and credible research. Input into overall R&D framework for the GCR and ensure that business units work within this framework. Formulates collection instruments, collects and compiles data into analysis reports for e-Government executives on possible long-term trends and factors that may impact on the GCR. Proactively identifies information and data requirements of the e-Government executives, to ensure that the GCR can become a world-class city region. Develop expertise in the application of analytic models, including forecasting, concept testing, product innovation, and service delivery measurement. Conduct research and development for innovative business solutions. Create and deliver both formal and informal presentations and explanations of study results to internal and external stakeholders. Formulate and adapt research methods and methodologies tailored to suit e-Government & GCR business. Develop and implement protocols for external and internal research. Utilise research web sites and programs in execution of duties. Input into Proof of Concepts and prototype initiatives emanating from Research and/or mandate from e-Government /GCR. Develop Research Agenda for an ICT propelled environment. Write up and design Research Reports. Research, design, administer and report on Surveys. Monitor and assess Research projects.

**ENQUIRIES**

Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

**POST 10/91**

**ASSISTANT DIRECTOR: CONTENT MANAGER – REFS/002684**

Directorate: Communications

**SALARY**

R334 545 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus a National Diploma/Degree in Journalism or Communications with minimum of 2-3 years relevant experience in content management, or Matric plus 6-7 years’ experience in content management. Manage social media platforms. Excellent writing skills in English. Hands on experience. Public sector communication experience.

**DUTIES**

Develop content strategy aligned with short-term and long-term marketing targets. Research and develop content for the print and electronic Media. Collaborate with content and design teams to Liaise with content writers to ensure manage content distribution to online channels and social media platforms to increase web traffic. Develop an editorial calendar and ensure content team is on board Ensure compliance with law (e.g. copyright and data protection). Stay up-to-date with developments and generate new ideas to draw audience’s attention

**ENQUIRIES**

Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

**POST 10/92**

**ASSISTANT DIRECTOR: DEBT MANAGEMENT – REFS/002685**

Directorate: Debt Management

**SALARY**

R334 545 per annum (plus benefits)

**CENTRE**

Johannesburg
REQUIREMENTS : Grade 12 plus 3 year Degree/Diploma with 2-3 years collection experience/legal collection experience, or Grade 12 plus 6-7 years in collection experience/legal collection experience. Supervisory experience is an added advantage.

DUTIES : Supervising the Debt Collection team, ensuring that debts are collected and administered within the SLA. To provide management of accurate and timeous collection reports of all debts and amounts owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Submit monthly productivity report with the SLA. Adherence to audit queries. Management of team’s performance evaluation.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No: (011) 689 8898

POST 10/93 : SENIOR COMMUNICATION OFFICER (2 POSTS) – REFS/002686
Directorate: Communications

SALARY : R281 418 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 6 in Communication/ Journalism/ Marketing/ Public Relations with 2 years’ experience in Communications, or Matric plus 5-6 years’ experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills. Good communicator; innovative thinker; attention to detail; time management.

DUTIES : To coordinate communications and marketing activities, events, launches, promotions and internal and external To gather intelligence within the organization to facilitate effective communication through all available platforms such as posters, newsletters, brochures, roadshows, promos etc. Coordinate the execution of format and themes for all internal Communications platforms. Compile content for the Newsletter and other publications to be edited by the editor. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Implementation of the internal communications activities Market of e-Services within GPG. Ensure adherence of corporate identity on all branding. Plan and coordinate of stakeholder relation programmes Manage internal marketing platforms

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No: (011) 689 8898

POST 10/94 : SENIOR ADMINISTRATION OFFICER- INFORMATION SECURITY TRAINEE (2 POSTS) REFS/002730
Directorate: Information Security

SALARY : R281 418 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus an IT related National Diploma/Degree with 1-2 years’ experience in an Information Security environment OR Matric plus 5-6 years’ experience in Information Security environment.

DUTIES : To perform work that involves ensuring the confidentiality, Integrity, and availability of systems, network, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures and tools. Train computer users on network and information security procedures. Keep up to date with current cybersecurity trends / techniques and malware plus protecting against them. Support the creation of security related management reports. Create and maintain security systems, and to protect the departments’ data and information. Perform a variety of limited technical tasks designed to familiarise the official with regulatory guidelines, terminology, procedures and techniques of Information Security. Provide support and assistance and to work closely with a team leader and/or supervisor, in a training capacity, on assigned tasks

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No: (011) 689 8898
<table>
<thead>
<tr>
<th>POST 10/95</th>
<th>PRACTITIONER: INJURY ON DUTY – REFS/002727</th>
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<tbody>
<tr>
<td>Directorate: Payroll Services</td>
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<tr>
<td>SALARY :</td>
<td>R226 611 per annum (plus benefits)</td>
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<tr>
<td>CENTRE :</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>Matric plus National Diploma/Degree in Human Resource Management or related field with 1-2 years’ experience in the IOD environment OR Matric plus 4-5 years’ experience in IOD environment.</td>
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<td>DUTIES :</td>
<td>To effectively verify, capture/approve and resolve GPG HR IOD documents accurately and timely. Recording of incoming documents, Processing of documents and Quality Assurance. Attend to queries. Check /verify completeness of IOD documents/request from Departments and practitioners. Identity IOD problems, gaps and needs. To maintain good customer relations. Resolve IOD problems and queries. To give advice and training on IOD matters.</td>
</tr>
<tr>
<td>ENQUIRIES :</td>
<td>Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898</td>
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<thead>
<tr>
<th>POST 10/96</th>
<th>PRACTITIONER: DEBT MANAGEMENT (2 POSTS) – REFS/002687</th>
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<tbody>
<tr>
<td>Directorate: Debt Management</td>
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<tr>
<td>SALARY :</td>
<td>R226 611 per annum (plus benefits)</td>
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<tr>
<td>CENTRE :</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>Grade 12 certificate plus a NQF 6 qualification with 1-2 years collection experience or Grade 12 plus 4-5 years administrative experience. Knowledge of BAS/SAP/DEBTPACK/PERSAL is an added advantage. Good communication skills, excellent customer service, office administration, interpersonal, planning and organizing skills are essential.</td>
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<tr>
<td>DUTIES :</td>
<td>Collection of debt, ensuring that debts are collected and administered within the Service Level Agreement. Provide management of accurately and timely collection of statistics. Submit a weekly productivity report. Effectively communicate with customers.</td>
</tr>
<tr>
<td>ENQUIRIES :</td>
<td>Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898</td>
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<thead>
<tr>
<th>POST 10/97</th>
<th>PERSONAL ASSISTANT – SUPPLY CHAIN MANAGEMENT – REFS/002689</th>
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<tbody>
<tr>
<td>Directorate: Supply Chain Management</td>
<td></td>
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<tr>
<td>SALARY :</td>
<td>R226 611 per annum (plus benefits)</td>
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<tr>
<td>CENTRE :</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>Matric certificate plus a Secretarial Diploma or equivalent with 1-2 year’s clerical or administrative experience or Matric plus 4-5 years’ experience in clerical/administrative. Knowledge and the ability to work on MS-package.</td>
</tr>
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<td>DUTIES :</td>
<td>Maintain a Document Management System for the unit. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Business Unit. Management of financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as well as adhoc roles as requested.</td>
</tr>
<tr>
<td>ENQUIRIES :</td>
<td>Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898</td>
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<tr>
<th>POST 10/98</th>
<th>FILING CLERK: DEBT MANAGEMENT – REFS/002692</th>
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<tbody>
<tr>
<td>Directorate: Debt Management</td>
<td></td>
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<tr>
<td>SALARY :</td>
<td>R152 862 per annum (plus benefits)</td>
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<tr>
<td>CENTRE :</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS :</td>
<td>Grade 12 certificate plus 1 year’ experience in filing. Computer literate. Previous government working experience and previous knowledge of BAS/SAP/Debt Pack/ Persal system will be an added advantage. Excellent customer service is necessary. Good Communication skills (written and verbal). Basic office administration skills. The incumbent must be able to work under pressure.</td>
</tr>
</tbody>
</table>
DUTIES: Systematically, pro-actively file all mandates received from the departments. Attend to filing queries. Retrieve and file documents requested by the Auditor General and staff. Follow archiving processes.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

POST 10/99: FILING CLERK: PAYROLL SERVICES – REFS/002694

SALARY: R152 862 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 certificate plus 1 year’s experience in filing. Previous government working experience and previous knowledge of BAS/SAP/Dept pack/ Persal system will be an added advantage. Excellent customer service is necessary. Good Communication skills. Good Office Administration skills (Written and verbal. The incumbent must be able to work under pressure.

DUTIES: Receiving and filing of salary mandates and court orders according to prescribed procedures. Scanning and sorting of payroll mandates received from DMC. Retrieve documents requested by salary administrative staff. Retrieve documents requested by auditors/entities, etc.

ENQUIRIES: Mr. Oscar Baloyi, Tel No: (011) 689 4648 or Ms. Portia Makotwane, Tel No. (011) 689 8898

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE: 03 April 2018, 12H00 No late applications will be considered.

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

POST 10/100: DIRECTOR: ASSET MANAGEMENT (REFS/002722)

SALARY: R948 174. per Annum (All inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: A Matric plus Degree in Commerce. Minimum of 5 years’ experience at managerial level in the public sector Assets environment. Knowledge of BAS will be a priority. Experience in the preparation of financial reports on assets. Demonstrate adequate experience in handling disposal on a large scale. Proven track record on asset stock take and handling of losses. Knowledge of the PFMA, PPPFA and relevant regulations.

DUTIES: Manage the execution of annual asset stock count and coordinate the periodic verification process of assets. Undertake investigation of assets within 3 months after identification of any discrepancy. Coordinate quarterly disposal committee meetings. Preparation of reports for disposal committee, monthly financial statements. Execution of the disposal of assets. Verify the correctness of the procurement request for assets in terms of allocations and procedure. Monthly
reconciliation of assets with regard to purchases, disposals and verifications conducted. Address all asset related audit queries. Coordinate quarterly meetings for updating of intangible asset register. Manage the movement of assets. Report to the Loss Control Officer any asset that is not traceable during the verification process. Investigation of untraceable assets. Continuously updating the asset register.

ENQUIRIES : Mr. Lifi Mahlasela - (011) 355 - 4852.
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OTHER POST

POST 10/101 : ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT (REFS/002724)

SALARY : R334 545, per annum
CENTRE : Johannesburg

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Conduct risk assessments at enterprise/business unit and project level; Compile a Risk Register/Risk Profile and ensure that it is consciously updated by risk owners; Compile monthly risk report for management decisions on the effectiveness of risk mitigation measures; Advise and report on actual noncompliance, incidence and losses incurred; Ensure combine assurance by collaborating and linking risk management efforts with assurance/audit findings and internal control findings; Assist in maintaining an effective system of internal control.

ENQUIRIES : Ms Z Makhubo - (011) 355 – 4841.
APPLICATIONS : Please apply online at www.gautengonline.gov.za
NOTE : A successful candidates must be willing to undergo a security clearance.
ANNEXURE J

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS : Applications must be submitted/posted or hand delivered to the attention of the Head of Department as follows: Cedara: Head Office (Ced) Private Bag X 9059 Pietermaritzburg 3201.
North Service Centre (NSC) Private Bag X 1048 Richards Bay 3900.
South Service Centre (SSC) Private Bag X 6005 Hilton 3245.

CLOSING DATE : 26 March 2018

NOTE : Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department and a comprehensive CV must accompany all applications with at least two referees. Certified copies (Not copies of certified copies) of all educational qualifications including Matric Certificate and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date. Note: All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. Applications will not be acknowledged, due to the large volume of applications received, and should you not receive a response within 60 days, kindly consider your application unsuccessful. The Department of Agriculture and Rural Development 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 representative. “The Department supports people with disabilities” The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. NB: Late, faxed or e-mailed applications will not be accepted. Failure to comply with the above instructions will result in immediate disqualification.

MANAGEMENT ECHELON

POST 10/102 : DIRECTOR: ENGINEERING SERVICES – RE-ADVERTISEMENT: REF NO: CED01/2018

SALARY : R948 174 per annum. An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose all financial interest.

REQUIREMENTS : A BSc. Degree or a B- Tech in Engineering (NQF Level 7) and a valid Driver’s License. Experience: 5 years Middle Management (MMS) experience in engineering environment. Knowledge: Sound knowledge of RSA Constitution, PFMA, Treasury Regulations, LRA, OHS Act, Environmental Conservation Act, National Environmental Management Act, Engineering Professions Act, EPMDS, SANS 1200, the Standardized Specifications for Civil Engineering Construction, Agricultural Policy Action Plan, Provincial Growth and Development Plan, Project Management Principles and NDP. Skills: Excellent communication, (written and verbal), innovative, good interpersonal relations, policy analysis and development skills and report writing.

DUTIES : Manage specialised agricultural engineering services, manage design of soil conservation structures and oversee the development of engineering norms and standards. Coordinate professional development and compliance, oversee professional and registration of Candidate engineers with ECSA and coordinate adherence to occupational Health and safety standards by project implementations. Coordinate District support services, disseminate norms, standards, design and other technicality control. Manage soil conservation, the
development and implementation of policies and manage the resources of the directorate.

ENQUIRIES : Mr MM Sifundza 033 355 112

POST 10/103 : STATE VETERINARIAN (2 POSTS) - RE-ADVERTISEMENT REF: NSC01/2018

SALARY : R657 558 per annum (All-Inclusive Mms Package) Level11
CENTRE : King Cetshwayo (X1), Umkhanyakude (X1)

REQUIREMENTS : A BVSc or equivalent qualification recognized by the South African Veterinary Council plus registration with the South African Veterinary Council (SAVC) and valid driver’s license. Experience: 1-2 years post qualification experience: Knowledge: Sound knowledge of: Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) Public Finance Management Act, Labour Relations Act as well as the principles of Batho Pele and Transformation. Skills: Computer literacy, research, statistics, Interpersonal relations, communication (written / verbal), change management, ability to work under pressure, report writing, time and people management.

DUTIES : Develop, analyze and audit policies, norms, standards and legislation for veterinary services. Render veterinary services through the implementation of the relevant legislation; management of teams in your component. Perform administrative and related functions e.g. disease reporting. To assist in the provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service.

ENQUIRIES : Dr D.I. Mtshali 033 343 8024

POSTS 10/104 : ANIMAL HEALTH TECHNICIAN (02 POSTS) - RE-ADVERTISEMENT REF NO: SSC01/2018

SALARY : R281 418 per annum Level 8
CENTRE : Ilembe District X1, Uthukela District X1


DUTIES : Implement disease control measures; administer vaccinations for animal diseases, collect specimens, examine and dispatch samples, conduct inspections of livestock for the presence of noticeable diseases. Render a support service to the State Veterinarian with regards to animal diseases control, production and production advancement, sample collection and law enforcement; assist in obtaining and processing epidemiology and other data and collect samples for analysis by the State Veterinarian and laboratory. Assist in the provision of extension services on animal health to animal owners; determine need for farmers through liaison with them. Perform all administrative and related functions; develop and implement database, compile reports, provide inputs and proposals.

ENQUIRIES : Dr D.I. Mtshali 033 343 8024

DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS : Application quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
CLOSING DATE: 23 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. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

OTHER POSTS

POST 10/105: EDUCATION, TRAINING AND DEVELOPMENT PRACTITIONER – TRAINING AND CAPACITY DEVELOPMENT HRM&D REF NO. DAC32/18

SALARY: R281 418 - R331 497. per annum (Level 08)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: An appropriate three (3) year tertiary qualification in Human Resources Management or Public Management, coupled with a minimum of two (2) years relevant experience. Knowledge of NQF Act, Understanding of Skills Development Act, Public Service Act and Skills Development Levies Act. Presentation and analytic skills. Problem solving skills. Good office administration, planning and organizational skills. Project Management skills. Willingness to travel and work outside normal working hours. Good communication (written & verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.
DUTIES: Co-ordinate the development, monitoring and evaluation of HRD Strategy/ Policies. Conduct skills research to determine training needs and facilitate Workplace Skills Plan implementation and reporting. Co-ordinate skills programmes and compilation of reports. Conduct training. Advise stakeholders including management, on the implementation of the Workplace Skills Plan, and draft the Annual Training Report.
ENQUIRIES: Mr N Hlongwa: Tel. [033] 341 3600

POST 10/106: GRAPHIC AND VISUAL ARTIST – ARTS STUDIO AND PHOTOGRAPHY REF NO. DAC33/18

SALARY: R281 418. - R331 497. per annum (Level 08)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENT: An appropriate three (3) year tertiary qualification in Fine Arts/ Graphic Design or relevant qualification, coupled with a minimum of two (2) year relevant experience. Knowledge of exhibition techniques and tools. Stylistic and decorative knowledge. Sound interpersonal relations skills. Knowledge of presentation, problem solving,
project management and policy formulation/analysis. Knowledge of conservation
methods and Arts History. Good office administration, planning and organizational
skills. Excellent communication [written & verbal] skills. Computer literacy (Graphic
design software, MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s
license.

DUTIES
Plan and design Museum exhibitions. Conceptualize and produce graphic designs.
Create and design displays enhancement props. Provide advice and technical
support to affiliated Museum.

ENQUIRIES
Mrs N Zondi: Tel. [033] 341 9921/04

POST 10/107: MUSEUM LIAISON OFFICER – MARKETING AND OUTREACH
PROGRAMMES REF NO. DAC34/18

SALARY
R226 611. - R266 943. per annum (Level 07)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENT
An appropriate three (3) year tertiary qualification in Anthropology/ History/ Cultural
studies/ Communication or equivalent qualification, coupled with a minimum of one
of research. Good interpersonal relations. Liaison and networking skills. Ability to
work under pressure. Knowledge of Government relevant prescripts. Good
communication [written & verbal] skills. Good office administration, planning and
organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code
8/EB driver’s license.

DUTIES
Conduct Museum outreach programmes. Provide marketing services for the
Museum. Conduct training for Museum. Provide statistics and data management
services for internal and external stakeholders. Develop advice regarding policies
of the unit.

ENQUIRIES
Mr T Mohlakane-Mafereka: Tel. [033] 341 9914/04

POST 10/108: HUMAN RESOURCE CLERK SUPERVISOR – EPMDS REF NO. DAC36/18

SALARY
R226 611. - R266 943. per annum (Level 07)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENT
Standard 10/ Grade 12 certificate, coupled with a minimum of three (3) years
relevant experience. Good understanding of Public Service legislative framework
applicable to government, including systems and procedures. Good
communication (written and verbal) skills. Good office administration, planning and
organizational skills. Knowledge of PERSAL system. Computer literacy (MS Word,
Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES
Facilitate the administration of the Performance Management Development
System (EPMDS). Provide advice and guidance to officials in the Department in
respect of Employee Performance Management Development System. Administer
letters of outcome in respect of EPMDS appraisals to all officials within the
Department. Conduct EPMDS Workshops. Compile Statistics and reports.

ENQUIRIES
Mr NZ Hlongwa: Tel. [033] 341 3600

POST 10/109: LIBRARIAN – CENTRAL REFERENCE LIBRARY SERVICE REF NO. DAC37/18

SALARY
R226 611. - R266 943. per annum (Level 07)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENT
An appropriate three (3) year tertiary qualification in Library and Information
Science, coupled with a minimum of two (2) years relevant library experience.
Knowledge of automated library and information retrieval systems. Good
communication (written and verbal) skills. Computer literacy (MS Word, Excel,
PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES
Provide subject and reference information as requested by Public library users.
Develop specialized collections in order to respond to requests for information.
Conduct literature search on a wide range of subject fields. Compile and maintain
subject information files. Select special loan material for affiliated library needs.

ENQUIRIES
Ms N Zokwe: Tel. [033] 345 2226
POST 10/110: LIBRARIAN – PINETOWN DEPOT EASTERN REGIONAL OFFICE REF DAC38/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Eastern Regional Office, Pinetown
ENQUIRIES: Ms P Sidlova: Tel. [031] 701 3237

POST 10/111: LIBRARIAN PROMOTIONS – MIDLADS DEPOT SOUTHERN REGIONAL OFFICE REF DAC39/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Southern Regional Office, Pietermaritzburg
DUTIES: Plan, design and execute library promotion and reading awareness programs. Train Public Librarians on issues of Promotion and Awareness Programs. Assist in the design and distribute promotional material. Source articles for publication. Provide support on special projects.
ENQUIRIES: Ms N Zokwe: Tel. [033] 341 2226

POST 10/112: LIBRARIAN – CATALOGUING REF NO. DAC40/18 (X 2 POSTS)

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Head Office, Pietermaritzburg
DUTIES: Perform cataloguing and classification of library materials. Maintain the integrity of the catalogue. Provide professional guidance to community libraries. Liaise with stakeholders.
ENQUIRIES: Mrs G Padayachee: Tel. [033] 341 3000

POST 10/113: ARCHIVIST– RECORDS MANAGEMENT REF NO. DAC41/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Northern Regional office, Ulundi
REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification with majors in History, Political Science or Public Administration, Anthropology or Heritage Studies, coupled with a minimum of one-two (1-2) years relevant experience in the Archives or related fields. Knowledge of the Archives Act and relevant Legislation. Good communication (verbal and written) skills. Good interpersonal relations skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.
DUTIES: Design, evaluate, implement, and maintain records classification system. Provide records management training. Conduct appraisal of records for disposal purpose. Conduct inspection to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange and preserve non-public and public records. Promote and market archival functions and services.

ENQUIRIES: Mrs PP Mwandla: Tel. [035] 879 8500

POST 10/114: ARCHIVIST – REPOSITORY MANAGEMENT ARCHIVES REF NO. DAC42/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Northern Regional Office, Ulundi
REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification with majors in History, Political Science or Public Administration, Anthropology or Heritage Studies, coupled with a minimum of one –two (1- 2) years relevant experience in the Archives or related fields. Knowledge of the Archives Act and relevant Legislation. Good communication (verbal and written) skills. Good interpersonal relations skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.


ENQUIRIES: Mrs PP Mwandla: Tel. [035] 879 8500

POST 10/115: PERSONAL ASSISTANT TO THE DIRECTOR – ARTS DEVELOPMENT, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC43/18

PERSONAL ASSISTANT TO THE DIRECTOR – LEGAL SERVICES, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC44/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: Standard 10/Grade 12 certificate plus secretariat diploma/certificate or equivalent qualification, coupled with a minimum of three – five [3 -5] years relevant experience in rendering support service to senior management. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director’s diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly


POST 10/116: ADMINISTRATION CLERK SUPERVISOR - INFRASTRUCTURE REF NO. DAC45/18

ADMINISTRATION CLERK SUPERVISOR - SUPPORT SERVICES EASTERN REGIONAL OFFICE REF NO: DAC46/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: Head Office, Pietermaritzburg
Eastern Regional office, EThekwini, Durban
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3 - 5] years relevant experience. Good interpersonal relations skills. Ability to work under pressure. Knowledge of the Government

DUTIES: Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Infrastructure Management - Ms. LBP Gwala: Tel. [033] 264 3400 Eastern Regional Office – Mr M Mtshali: Tel. [031] 327 2300

POST 10/117: CULTURAL OFFICER: COMMUNITY CULTURE- ALL ARTS REF DAC47/18

SALARY: R226 611. - R266 943. per annum (Level 07)
CENTRE: eThekwini North District
REQUIREMENTS: An appropriate three (3) year tertiary qualification in Fine Arts, Arts and Drama, Creative Arts, or equivalent qualification, coupled with a minimum of three –five [3-5] years relevant experience. Research and Analytical skills. Negotiation/Consultation and Presentation skills. Excellent communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Implement the developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Provide expertise and support to the arts and culture community and to align activities with Operation Sukuma Sakhe [OSS]

ENQUIRIES: Mr M Mtshali: Tel [031] 334 2300

POST 10/118: CYBERCADET – NDUMO LIBRARY NORTHERN REGIONAL OFFICE REF NO. DAC48/18

SALARY: R152 862. - R180 063. per annum (Level 5)
CENTRE: Northern Regional Office, Ndumo Library
REQUIREMENTS: Standard 10/ Grade 12 certificate or equivalent certificate plus Comp Tia Accredited A+, coupled with a minimum of six [6] months relevant experience. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Provide advice to Library users on the use of the Information and Communication Technology [ICT]. Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarians on the usage of ICT.

ENQUIRIES: Ms Z Mdletshe: Tel. [035] 571 6202

POST 10/119: ADMINISTRATION CLERK – UMGUNGUNDOLOVU DISTRICT REF NO. DAC49/18
ADMINISTRATION CLERK- INFRASTRUCTURE MANAGEMENT SERVICES REF NO. DAC50/18
ADMINISTRATION CLERK- HARRY GWALA DISTRICT REF NO.DAC51/18

SALARY: R152 862. - R180 063. per annum (Level 5)
CENTRE: Southern Regional Office, Pietermaritzburg
Head Office, Pietermaritzburg
Southern Regional Office, Pietermaritzburg

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

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

**ENQUIRIES**
- UMgungundlovu District: Mr NQM Ndlovu Tel. [033] 341 3615. Infrastructure Management – Ms LBP Gwala: Tel. [033] 264 3400. Harry Gwala District: Mr SR Khumalo Tel. [033] 341 3615

**POST 10/120**
- **ADMINISTRATION ASSISTANT – BULWER ARTS CENTER REF NO. DAC52/18**

**SALARY**
- R152 862 - R180 063. per annum (Level 5)

**CENTRE**
- Bulwer, Pietermaritzburg

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

**DUTIES**
- Render effective administration services in the Arts Center. Undertake the coordination of the human resources support function in the Arts Centre. Render registry and auxiliary support services. Render reception services in the Arts Centre.

**ENQUIRIES**
- Mr SE Sibisi: Tel. [033] 341 3000

**POST 10/121**
- **ADMINISTRATION CLERK– ASSET MANAGEMENT REF NO. DAC54/18**

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

**CENTRE**
- Head Office, Pietermaritzburg

**REQUIREMENTS**
- Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Basic knowledge of HARDCAT, BAS and relevant prescripts. Possession of basic accounting skills. Good communication (written and verbal) skills.

**DUTIES**
- Capture invoices and asset details on HARDCAT system including tagging of new assets. Maintain fixed and moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury. Interact with the Loss Control Section regarding losses and effect balance adjustment on finalized cases. Provide information for reporting purposes to Management and Treasury.

**ENQUIRIES**
- Mr GB Ngcobo [033] 264 3400

**POST 10/122**
- **LIBRARY ASSISTANT – PROCESSING DIVISION REF NO.DAC55/18**

**SALARY**
- R127 851 - R150 606. per annum (Level 4)

**CENTRE**
- Head Office, Pietermaritzburg

**REQUIREMENTS**
- Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Possession of basic accounting skills, Numeracy and literacy skills. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES**

**ENQUIRIES**
- Mr PT Zikode [033] 341 3000

**POST 10/123**
- **LIBRARY ASSISTANT – LIBRARY COORDINATION AND PROMOTION: MIDLANDS DEPOT REF NO. DAC56/18 LIBRARY ASSISTANT – LIBRARY COORDINATION AND PROMOTION: DUNDEE DEPOT REF NO. DAC57/18**

**SALARY**
- R127 851 - R150 606. per annum (Level 4)

**CENTRE**
- Southern Regional Office, Pietermaritzburg
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience, preferably in a library or book environment. Knowledge of computerized library system. Good communication [verbal and written] skills. Computer literacy (MS Word, Excel, PowerPoint, etc.)

DUTIES: Administer the library material exchange system. Maintain the library Depot collection and environment. Receive library material from Preparation Section. Assist in maintaining collection and environment in affiliated libraries. Generate reports as prescribed.


POST 10/124: DRIVER/MESSNGER – LIBRARY SERVICES, NORTHERN REGIONAL OFFICE REF NO DAC58/18

SALARY: R127 851. - R150 606. per annum (Level 4)
CENTRE: Northern Regional Office, Pinetown Depot
REQUIREMENTS: Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of two [2] years relevant experience. Numeracy and literacy skills. Willingness to travel overnight trips. Good communication (written and verbal) skills. Valid code 10 driver's license and PDP will be an added advantage.

DUTIES: Perform driving duties including the mobile truck. Prepare library material for delivery to affiliated libraries. Perform vehicle maintenance checks. Stamp library material for public libraries. File library material at the Depot.

ENQUIRIES: Ms N Nkosi [031] 701 1234

POST 10/125: LIBRARY ASSISTANT – ACQUISITION REF NO. DAC59/18 (X 3 POSTS)

SALARY: R127 851. - R150 606. per annum (Level 4)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Ability to interpret and analyse input for entering online. Proficiency and accuracy in interpreting the written word for data capture. Good communication (written and verbal) skills.

DUTIES: Assist in the administration of supply chain management of library material. Perform data checking of items submitted for acquisition. Enter bibliographic information of submission on automated library system. Provide support for the selection committee meetings. Assist with unpacking and sorting of submission for selection committee.

ENQUIRIES: Ms S Joel: Tel. [033] 341 3000

POST 10/126: LIBRARY ASSISTANT- CENTRAL REFERENCE REF NO DAC60/18

SALARY: R127 851. - R150 606. per annum (Level 4)
CENTRE: Head office, Pietermaritzburg
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience or as an intern, preferably in a library or book environment. Knowledge of computerized library system. Good communication [written and verbal] skills. Computer literacy (MS Word, Excel, PowerPoint, etc.)

DUTIES: Circulate library material and information resources. Maintain library collection and environment. Provide a centralized special requests system. Assist affiliated library staff and patrons. Provide administrative support.

ENQUIRIES: Ms Zokwe: Tel. [033] 345 2226

POST 10/127: RECEPTIONIST/ SWITCHBOARD OPERATOR- MUSEUM SERVICES REF NO. DAC61/18

SALARY: R127 851. - R150 606. per annum (Level 4)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: Standard 10/Grade 12 certificate or equivalent certificate coupled with a minimum of one [1] relevant experience. Good interpersonal relations skills. Ability to work

DUTIES:
Render switchboard services. Keep records of all outgoing calls. Maintain switchboard system.

ENQUIRIES:
Mrs N Zondi Tel. [033] 341 9921/04

POST 10/128:
GENERAL WORKER – LIBRARY COORDINATION AND PROMOTION: MIDLANDS DEPOT REF NO. DAC62/18

SALARY:
R90 234. - R106 290. per annum (salary level 2)

CENTRE:
Southern Regional Office, Pietermaritzburg

REQUIREMENTS:
Standard 10/Grade 12 certificate or equivalent certificate. Literacy and numeracy skills. Good communication [written & verbal] skills.

DUTIES:
Provide assistance with the dispatch of books and collection of library material from affiliated libraries. Ensure that library material are organized correctly for retrieval at Library Depot. Provide assistance at library book exchanges with affiliated libraries. Ensure physical standards of library material loaned by affiliated libraries. Provide labour support for movement of library material and equipment.

ENQUIRIES:
Ms N Zokwe Tel. [033] 345 2226

POST 10/129:
GENERAL WORKER – MBAZWANE LIBRARY REF NO. DAC63/18 (X2 POSTS)

SALARY:
R90 234. - R106 290. per annum (Level 2)

CENTRE:
Northern Regional Office, Mbazwane

REQUIREMENTS:
Standard 10/ Grade 12 certificate or equivalent certificate. Numeracy and literacy skills. Willingness to travel overnight trips. Ability to perform physically demanding duties.

DUTIES:
Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/library users. Provide labour movement of library material and equipment.

ENQUIRIES:
Ms Z Mdletshe Tel. [035] 571 6202

POST 10/130:
GENERAL WORKER: SKINNER CAMP REF. NO. DAC64/18 (X3POSTS)

SALARY:
R90.234. - R106.290. per annum (Level 2)

CENTRE:
Southern Regional Office, Pietermaritzburg

REQUIREMENTS:
Standard 8/ ABET certificate or equivalent certificate. General knowledge of utilizing cleaning equipment. Knowledge of occupational health and safety measures. Basic communication [written and verbal] skills.

DUTIES:
Clean the buildings. Maintain houses. Maintain laundry.

ENQUIRIES:
Mrs HC Gumede [033] 345 3171

POST10/131:
LIBRARY PROCESSOR – PROCESSING DIVISION X3 POSTS REF NO. DAC65/18

SALARY:
R90 234. - R106 290. per annum (Level 2)

CENTRE:
Head Office, Pietermaritzburg

REQUIREMENTS:
Standard 10/ Grade 12 certificate or equivalent certificate. Numeracy and literacy skills. Good communication (written and verbal) skills.

DUTIES:
Process and prepare new library material for public library requirements. Monitor processing material stationery. Assist in the unpacking and dispatching of library material.

ENQUIRIES:
Mr PT Zikode [033] 341 3000
**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**

<table>
<thead>
<tr>
<th>POST 10/132</th>
<th>MEDICAL SPECIALIST PAEDIATRIC CARDIOLOGY. REF NO.: MEDSPECPAEDSCARDIO/1/2018</th>
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<tr>
<td>Department: Paediatric Cardiology</td>
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**SALARY**

- **Salary Grade 1**: Medical Specialist R991 857.00 per annum (all-inclusive salary package) excluding Commuted Overtime. Current registration with the HPCSA as a paediatrician.
- **Salary Grade 2**: Medical Specialist R1 134 069.00pa (all-inclusive salary package) excluding commuted overtime. Five (5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician)
- **Salary Grade 3**: Medical Specialist R1 316 136pa (all-inclusive salary package) excluding commuted overtime. Ten(10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician.

**CENTRE**

- Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

- Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Experience in paediatric cardiology and paediatric echocardiography (at least two years). Positive references from recent supervisor/s knowledge, skills, training and competency required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment

**DUTIES**

- Provide Paediatric specialty services in Paediatric Cardiology. This includes in and outpatient services, outreach and after hours services. Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided

**ENQUIRIES**

- EGM Hoosen Tel: 0312401476

**APPLICATIONS**

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

**NOTE**

- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. African males are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

- 23 March 2018
POST 10/133  :  MEDICAL SPECIALISTS X 1. REF NO: MEDSPECNEPH/1/2018
Department: Nephrology: Paired Training /Service Post At IALCH and Stanger Hospital

SALARY  :  Specialist Grade I: R991 857 per annum all inclusive salary packages (excluding commuted overtime) requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa
Specialist Grade II: R1 134 069 pa all-inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. Specialist Grade III: R1 316 136 pa all inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Stanger and IALCH

CENTRE  :  Durban Functional Region, and uMhlume District (4 year post)

REQUIREMENTS  :  MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, skills, training and competency required: Drivers Licence and own transport. An ability to teach and supervise registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application to nephrology.

DUTIES  :  Rotating post (1) between Inkosi Albert Luthuli Hospital and Stanger Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department. To be actively involved at IALCH and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH. Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology. Manage a medical firm during 6 monthly rotations in Stanger Hospital. Supervision of medical registrars and medical officers in Stanger Hospital. Participate in the academic programme, research and management of internal medicine at Stanger Hospital. Function as a general physician with an interest in nephrology at Stanger Hospital. Perform clinical outreach duties within uMhlume district while at Stanger Hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Stanger Hospital. The successful candidates are required to participate in after-hours overtime work during both rotations

ENQUIRIES  :  Prof A Assounga: Tel: 031-2401324/0312401325
APPLICATIONS  :  All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE  :  23 March 2018
POST 10/134 : MEDICAL SPECIALIST - (GRADE 1, 2, 3) X 2 POSTS. REF NO: GS 4/18

Component – Ophthalmology

SALARY : Grade 1 – R991 857. 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 Ophthalmology

Grade 2 – R1 134 069. 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 Ophthalmology

Grade 3 - R1 316 136. 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 Ophthalmology

CENTRE : Greys Hospital, Pietermaritzburg Hospital Complex

REQUIREMENTS : Minimum Requirements: MBChB or equivalent Medical qualification. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competency Required: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

DUTIES : Key Performance Areas: Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Pietermaritzburg area, not just Greys Hospital.

ENQUIRIES : Dr CH Kruse : Tel No: 033 897 3345

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

FOR ATTENTION : Mrs. M. Chandulal

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 4/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 23 March 2018
OTHER POSTS

POST 10/135  :  MEDICAL OFFICER GRADE 1, 2 OR 3 (1 POST). REF NO: SAP 03/2018

SALARY  :  All-inclusive packages
          Grade 1 – R736 425. - R793 341.
          Grade 2 – R842 028. - R920 703.
          Grade 3 – R977 199. - R1 221 723.

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 Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as 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 3: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years’ experience after registration as 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.

DUTIES  :  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 anaesthetics. Provide after-hours medical service as per roster.

ENQUIRIES  :  Dr NE Manci at (039)833 8000/8002

APPLICATIONS  :  Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, 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.

FOR ATTENTION  :  Human Resources Section

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 and the target group in terms of employment equity target for the two advertised posts is African males.” 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**: 23 March 2018

**POST 10/136**: MEDICAL OFFICER REF NO: GJC 04/2018 (X2 POSTS)
(Re-advertised)

**SALARY**
- **Grade 1**: R736 425. per annum
- **Grade 2**: R842 028. per annum (employee must meet prescribed requirements)
- **Grade 3**: R977 199. per annum (employee must meet prescribed requirements)

**CENTRE**: GJ Crookes Hospital

**REQUIREMENTS**
- MBChB. Degree or equivalent qualification; Plus Current registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner. Proof of previous experience if any. Valid driver’s license. Knowledge: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. caesarean sections and spinal anaesthetics, ectopic pregnancies, circumcisions and evacuations, etc. Knowledge and skills in medicine including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.

**DUTIES**
- Clinical and administrative duties / responsibilities for the respective clinics under GJ Crookes Hospital. (Provide out-reach services to PHCs). Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in clinics. Diagnosing and facilitating referrals to higher level of care. After hours participation in call rosters. (Committed overtime is compulsory) Perform emergency procedures and administer anaesthesia. Application of family medicine to patients and relatives. Facilitation of staff training and ongoing medical education. Normal working hours 07H30 to 16H00 with half hour break in between.

**ENQUIRIES**
- Dr M Ragunandan. Tel No: 039-978 7063

**APPLICATIONS**
- Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

**FOR ATTENTION**
- Mr. JL Majola

**NOTE**
- Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccesful.

**CLOSING DATE**: 23 March 2018 at 16h00

**POST 10/137**: OPERATIONAL MANAGER NURSING: (SPECIALITY – TRAUMA AND EMERGENCY UNIT AND CRISIS CENTRE, REF NO: GJC 03/2018

**SALARY**: R499 953. per annum. Other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)

**CENTRE**: GJ Crookes Hospital
REQUIREMENTS: Registration with South African Nursing Council (SANC) as a General Nurse and Midwifery. Diploma / Degree in General Nursing. Grade 12 Certificate. Current SANC receipt (2018). Post basic qualification in the relevant specialty i.e. Trauma and Emergency Nursing Science accredited by SANC. Certificate of service endorsed by Human Resource Office - stating relevant experience as Professional Nurse and proving 5 years appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge: Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.

DUTIES: Provide comprehensive quality nursing care to patients/clients in a specialty unit in a cost effective efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff, formulate training programs and participate in the training and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that all equipment in the unit is adequate and is checked and is in working order. Provide a safe therapeutic and hygiene environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Ability to recognize Medical and Surgical emergencies and refer appropriately. Liaise with wards to arrange patient admissions and movements.

ENQUIRIES: Ms PT Mkhize Tel. No: 039 – 978 7019
APPLICATIONS: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION: Mr. JL Majola
NOTE: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE: 23 March 2018 at 16h00
POST 10/138: OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 04/2018
SALARY: R394 665 – R444 195. per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
CENTRE: St Apollinaris Hospital (Outpatient Department)
REQUIREMENTS: Senior Certificate (Grade 12) or equivalent qualification. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS Registration with SANC as a
Professional Nurse and midwifery. A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC receipt for the current year.

**Skills:** Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multidisciplinary unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

**DUTIES:**
- Demonstrate an in-depth understanding of legislation and related legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. 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.
- Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.

**ENQUIRIES:** Miss NR Njobe at (039) 833 8000/8013

**APPLICATION:**
- Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department or before the closing date before 16:00.

**FOR ATTENTION:** Human Resources Section

**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 and the target group in terms of employment equity target for the two advertised posts is African males.” 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:** 23 March 2018

**POST 10/139:** RADIOGRAPHER REF NO: GJC 05/2018 (2 POSTS)

**SALARY:**
- **Grade 1:** R281 148. per annum.
- **Grade 2:** R331 179. per annum. (employee must meet prescribed requirements)
- **Grade 3:** R390 123. per annum. (employee must meet prescribed requirements)
- Other Benefits: 13th cheque, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)

**CENTRE:** GJ Crookes Hospital

**REQUIREMENTS:** Matric/Grade 12 Certificate. Diploma or Bachelor Degree in Radiography. Proof of current registration with the Health Professions Council of South Africa as a

**DUTIES**: Provide high quality diagnostic radiography services. Execute all clinical procedures competency to prevent complications. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Participate in 24 hour roster system which includes standby duties at nights, weekends and public holidays. Promote good health practices and ensure optimal patient care. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Perform Quality Assurance tests and procedures as agreed in the department. Participate in departmental policies and procedures development. Contribute to overall process of the department. Participate in continued skill development programs. Perform Employee Performance Management and Development (EPMDS) of junior staff as required. Perform duties as allocated by the Assistant Director: Radiography.

**ENQUIRES**: Mr. T.J Majoka. Tel. No: 039 9787168

**APPLICATIONS**: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

**FOR ATTENTION**: Mr. JL Majola

**NOTE**: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

**CLOSING DATE**: 23 March 2018 at 16h00
ANNEXURE K

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

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.

APPLICATIONS: 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: 22 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. 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:

MANAGEMENT ECHELON

POST 10/140: DIRECTOR: INFRASTRUCTURE PROGRAM DELIVERY MANAGEMENT REF NO: M2/019

SALARY: An all-inclusive remuneration package of R948 174 per annum The package can be structured according to the individual’s personal needs.

CENTRE: Head Office, Nelspruit

REQUIREMENTS: Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. 5 years’ experience as a middle manager. Proven outstanding managerial and service delivery competency. In depth understanding of infrastructure program delivery management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to infrastructure projects and works inspections. Advanced planning, organizing, reporting and project management skills. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Proven ability to work with different stakeholders both in the public & private sectors. 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. Shortlisted candidates will be subjected to a relevant technical exercise.

**DUTIES**

- Manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Schools and monitoring/oversight of Implementing Agent(s).

**ENQUIRIES**

- Ms N Maribe, Tel (013) 766 5274

**NOTE**

- 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.

**OTHER POSTS**

**POST 10/141**

- **CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE PLANNING REF NO: M2/018**

**SALARY**

- An all-inclusive remuneration package of R812 724 per annum. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE**

- Head Office, Nelspruit

**REQUIREMENTS**

- An appropriate recognised three- or four-year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

**DUTIES**

- Provide and manage education specific inputs towards the physical resources planning framework. Manage the education specific planning inputs for infrastructure planning and commissioning. Review utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Manage school furniture and equipment plans, procurement and commissioning. Manage people.

**ENQUIRIES**

- Ms N Maribe, Tel (013) 766 5274

**POST 10/142**

- **ENGINEER PRODUCTION GRADE A (ELECTRICAL): PROJECTS IMPLEMENTATION REF NO: M2/013**

This is a re-advertisement of Post Ref. No: K13/190 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

**SALARY**

- R637 875 per annum

**CENTRE**

- Head Office, Nelspruit

**REQUIREMENTS**

- Degree in Engineering (B Eng / Bsc(Eng)). Registration with ECSA as a Professional Engineer. Three years’ relevant post-qualification (after completing qualification and ECSA Professional registration) experience. Computer literate.
DUTIES

- Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent(s).

ENQUIRIES

Ms N Maribe, Tel (013) 766 5274.

POST 10/143

ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING

REF NO: M2/014

This is a re-advertisement of Post Ref. No: K13/191 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

SALARY

R637 875 per annum

CENTRE

Head Office, Nelspruit

REQUIREMENTS

- Degree in Engineering (B Eng / Bsc(Eng)). Registration with ECSA as a Professional Engineer. Three years’ relevant post-qualification (after completing qualification and ECSA Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver’s license.

DUTIES

- Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.

ENQUIRIES

Ms N Maribe, Tel (013) 766 5274.

POST 10/144

ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION

REF NO: M2/015

This is a re-advertisement of Post Ref. No: K13/192 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

SALARY

R549 639 per annum

CENTRE

Head Office, Nelspruit

REQUIREMENTS


DUTIES

- Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.

ENQUIRIES

Ms GS Sogayise, Tel (013) 766 5645.
## POST 10/145

**ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: M2/016**

This is a re-advertisement of Post Ref. No: K13/193 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

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<th><strong>SALARY</strong></th>
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<td><strong>CENTRE</strong></td>
<td>Head Office, Nelspruit</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Degree in Architecture (B Degree in Architecture). Registered as a Professional Architect with SACAP. Three years’ relevant post-qualification (after completing qualification and SACAP Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver’s license.</td>
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<td><strong>DUTIES</strong></td>
<td>Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms GS Sogayise, Tel (013) 766 5645</td>
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## POST 10/146

**GISC TECHNICIAN PRODUCTION: SYSTEMS MANAGEMENT REF NO: M2/017**

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<th><strong>SALARY</strong></th>
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<td><strong>CENTRE</strong></td>
<td>Head Office, Nelspruit</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>National Diploma in GISc, Cartography or equivalent qualification. Registered as a Professional GIS Technician with the South African Geomatics Council (SAGC). Three years’ relevant post-qualification (after completing qualification and SAGC Professional registration) experience. Valid Drivers’ Licence. Computer literate.</td>
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<td><strong>DUTIES</strong></td>
<td>Perform technical GIS activities for infrastructure planning through utilisation of education information systems. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing education information systems. Use GIS equipment, software, data and products. Provide training to end users. Participate in regular systems audits and implementation of GIS standards. Undertake research.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms GS Sogayise, Tel (013) 766 5645</td>
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ANNEXURE L

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 26 March 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/147 : SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES, REF NO. AGR 2018-09

SALARY : R417 552 per annum (Level 10)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Agricultural Economics and or Economics as major subjects with a minimum of 3 years' relevant experience; A valid driver's licence. Recommendations: Communication and presentation skills. Knowledge of economic and financial (advanced) analytical techniques. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Undertake and oversee the application, adaption and/or development of models such as computerised system (Combud) for drawing up enterprise budgets; Provide training and support on a computerised system (Combud) for drawing up enterprise budgets, Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Provide advice to internal and external stakeholders on production economics activities and studies which include but not limited to Financial Record Keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuously in-depth study or research of development, patterns and trends in the field of production economics by making use of recognised scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

ENQUIRIES : Mr M Mjonono at (021 808 5200)/ 078 456 2973
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 10/148 : AGRICULTURAL ECONOMIST: ENTERPRISE BUDGET, REF NO. AGR 2018-08

SALARY : R281 418 per annum (Salary level 8)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Honours degree with Agricultural Economics and/or Economics as major subjects; A valid driver's license (code B). Recommendations: Excellent networking and report writing experience. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and
DUTIES: Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Market information reports. Provide advice to internal and external stakeholders on agricultural economic activities and studies which include but not limited to Financial Record keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuously in-depth study or research of developments, patterns and trends in the field of agricultural economics by making use of recognized scientific methods; Do on going literature reviews and remaining well-informed regarding local and international development in the field of agricultural economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.

ENQUIRIES: Mr M Mjonono at (021 808 5200)/ 078 456 2973

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
Supervise and train junior staff, as well as teaching of undergraduates and postgraduates rotating in Emergency Medicine Department.

ENQUIRIES: Ms E Vosloo, Tel. No. (023) 348-1113
APPLICATIONS: The Director, People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION: Ms C Dawood
NOTE: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE: 23 March 2018

OTHER POSTS

POST 10/150: ASSISTANT MANAGER PHARMACEUTICAL SERVICES (CHRONIC DISPENSING UNIT)
Directorate: Pharmacy Services

SALARY: R805 236 per annum (A portion of the package can be structured according to the individual's personal needs)
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code E/EB) drivers’ licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Monitoring of adherence to all Standard Operating Procedures (SOP’s) and guidelines in keeping with legislative requirements with respect to the service provider. Ensure sound Drug Supply Management (DSM) practices by monitoring and control of DSM principles with respect to the service provider. Computer literacy (Word, Excel, PowerPoint, Access and E-mail). Sound knowledge of laws relating to pharmacy. Excellent written and verbal communication skills and the integrity to deliver accurate reports. Appropriate management and logistics experience. The integrity to deliver accurate reports. Appropriate experience or knowledge in Business management and/or Finance.
DUTIES: Manage and supervise the quality of service provided by the service provider, as contained in the SLA. Supervise, manage and report on rollout/implementation of CDU services at various levels of care as concluded in SLA with the service provider. Management and supervision of the Department CDU personnel. Plan, control and manage CDU budget. Liaise and co-ordination with external parties interested in the CDU service.
ENQUIRIES: Ms K Lowenherz, Tel. No. (021) 483-8702
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test.
CLOSING DATE: 23 March 2018

POST 10/151: MEDICAL SPECIALIST GRADE 1 TO 3 (6/8TH POST) (OTORHINOLARYNGOLOGY)
Chief Directorate: General Specialist and Emergency Services

SALARY: Grade 1: R743 892 per annum, Grade 2: R850 551 per annum, Grade 3: R987 102 per annum, (A portion of the package can be structured according to the individual’s personal needs.
CENTRE: George Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. 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 Otorhinolaryngology. 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 Otorhinolaryngology. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Ability to work in a clinical team and share resources effectively. Computer Literacy (Microsoft Office packages).

**DUTIES**

Key result areas/outputs: Provide clinical ENT services to George Hospital and referring geographic area on an in-and outpatient basis, including outreach and support to the Eden and Central-Karoo Districts. Ensure effective and efficient clinical governance of the ENT department. Responsible management of limited resources and administrative duties. Participate in academic activities for post and undergraduates, as well as clinical staff. Participate in research activities.

ENQUIRIES: Dr Z North, Tel. No. (044) 802-4535
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6538, George, 6530.
FOR ATTENTION: Mr BH Cassim
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 whom 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)*

CLOSING DATE: 23 March 2018

POST 10/152: OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA)
Chief Directorate: Metro District Health Services

SALARY: R499 953 (PN-B3) per annum
CENTRE: Retreat Community Health Centre
REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing; General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts when required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

DUTIES: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

ENQUIRIES: Mr H Lemmetjies, Tel. No. (021) 713-9741
APPLICATIONS: The Director, Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION: Mr F Le Roux

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 23 March 2018

POST 10/153: CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)
Chief Directorate: Metro District Health Services

SALARY: R414 069 per annum

CENTRE: Helderberg Hospital, Somerset-West

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA in Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years’ appropriate experience in Diagnostic Radiographer after registration with the HPCSA. Inherent requirements of the job: Willingness to work shifts when required. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to mobile and general radiography protocols. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy in MS Windows (Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication Systems. Ability to manage and supervise the department with knowledge and skills of general radiography and mobile radiography.

DUTIES: Control, supervise, delegate and co-ordinate activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and responsible for staff and student training in your area. Participate in the management of the Radiography cost centre (the purchase, use and care of suitable radiation protection equipment). Manage radiography and support personnel, including performance appraisals. Facilitate risk management and quality assurance. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management, including statistic collation.

ENQUIRIES: Dr W Viljoen, Tel. No. (021) 850-4763

APPLICATIONS: The Manager: Medical Services, Helderberg Hospital, Private Bag X2, Somerset-West, 7129.

FOR ATTENTION: Ms B Klue

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 29 March 2018

POST 10/154: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3
Chief Directorate: Metro District Health Services

SALARY:
Grade 1: R351 516 per annum
Grade 2: R414 069 per annum
Grade 3: R487 752 per annum

CENTRE: Du Noon Community Health Centre

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of
a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience in Diagnostic Radiography will be an advantage.

**DUTIES**: Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. Render support to supervisor.

**ENQUIRIES**: Mr W Caesar, Tel. No. (021) 200-4500

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

**FOR ATTENTION**: Mr F Le Roux

**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 are submitted with payment of the prescribed registration fees to the relevant council 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)”.

**CLOSING DATE**: 23 March 2018

**POST 10/155**: ADMINISTRATIVE OFFICER: FINANCE/ADMINISTRATION

Chief Directorate: General Specialist and Emergency Services

**SALARY**: R226 611 per annum

**CENTRE**: Western Cape Rehabilitation Centre

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate practical experience in a Hospital Fees and/or Patient Administration related environment. Knowledge of Medical Records and Case management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Clinicom, Accounts Receivables, UPFS, BAS, and Cashiers functions. Sound knowledge of applicable Government and DOH Policies (Treasury Regulations, PFMA, Financial Instructions, UPFS, Memorandum Chapter 18, Accounting Officer System, Delegations and Procedures, Prescripts regarding Revenue Generation, Billing, Reception and Medical records. Computer literacy (MS Word/MS Excel, Outlook & Internet). Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Supervise the Hospital Fees, Patient Administration and Medical Records Division, of OPC Authorising/Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to WCRC, Region and Head Office on Hospital Fees/Revenue related transactions with regard to - In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Manage and Reporting on the Institutions Revenue Collection / Budget. Render administrative Support to the Case Manager.

**ENQUIRIES**: Mr S Matthee, Tel.No. (021) 370-2303

**APPLICATIONS**: To the Chief Director: General Specialists and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**: Mr S Matthee, Tel.No. (021) 370-2303

**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. No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE : 23 March 2018

POST 10/156 : ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)
Chief Directorate: General Specialist and Emergency Services

SALARY : Grade A: R167 778 per annum,
          Grade B: R197 631 per annum,
          Grade C: R230 721 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties and overtime when need. Must be physically able to perform the duties required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act to ensure all standards are met. Knowledge of drawing, design manufacture and installation, as well as read plans and follow instruction manuals and written procedures, as well as use of machinery applied to the carpentry/shopfitting trades. Ability to work independently and as part of a team.

DUTIES : Key result areas/outputs: Operational management of maintenance and repair of installations. Installations, alterations and planning thereof. Asset management. Human resource management, including OHS. Management and administrative duties. Training and development of personnel.

ENQUIRIES : Mr E Westenberg, Tel. No. (082) 374-2708
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart
NOTE : Shortlisting candidates will be subject to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 23 March 2018

POST 10/157 : ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
Cape Winelands Health District

SALARY : R152 862 per annum

CENTRE : Cape Winelands District Office


DUTIES : Key result areas/outputs: Render effective administrative service (appointments, termination, transfers, salary administration, housing, WCA’s, debt management, Pension and PILIR) in the HRM department and the optimal processing of data on PERSAL. Effective handling and completion of all personnel queries and administrative tasks. Effective and efficient record-keeping of all Human Resource documents. Render optimal support to supervisor and colleagues. Audit files.

ENQUIRIES : Ms JB Salie tel. no. (023) 348-8159

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 29 March 2018

DEPARTMENT OF HUMAN SETTLEMENT

CLOSING DATE : 03 April 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These
candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON


SALARY : All-inclusive salary package of R948 174. – R1 116 918. per annum (Level 13)

CENTRE : Human Settlements, Western Cape Government

REQUIREMENTS : The ideal candidate will be in possession of a Bachelor’s Degree qualification (or equivalent) within social sciences or economics discipline (NQF 7 as recognised by SAQA); Will have a minimum of 5 years middle/ senior managerial experience be in possession of a valid South African driver’s licence. Recommendations: Candidates with more than 8 years’ managerial experience will be advantaged. Qualifications in the fields of Development Studies, Policy Studies or Economic Development will be beneficial to any candidate applying for this position, especially if the qualification is on post graduate level. - Experience within a public sector environment focusing on policy development and research will also be advantageous. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practice relating to human settlements. Knowledge of research methodologies. Knowledge of latest policy and research developments within the sector. Knowledge of public service procedures. Knowledge of Human Resource and Financial Management. Basic knowledge of Labour Relations legislation and regulations. Understanding of the current human settlement environment, with specific reference to the Western Cape. Proven leadership skills with specific reference to the ability to display thought leadership in complex applications. Proven strategic planning, organising and people management skills. Proven conceptual and formulation skills. Proven analytical skills. Proven networking skills. Proven problem solving and dispute resolution/conflict management skills. Proven communication (written and verbal) report writing skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office, Intranet, Internet and other relevant software packages. Ability to conceptualise and drive strategic planning processes. Ability to innovate and be flexible in approaching policy challenges. Ability to work under pressure and meet deadlines. Ability to communicate at all levels across sectors.

DUTIES : Manage and facilitate research in support of sustainable human settlements. Ability to manage and provide strategic direction to research projects which contribute towards sustainable human settlements development and the overall strategic goals of the Department. Facilitate processes for the ethical collection and organisation of primary and secondary data for research required to support sustainable human settlement development initiatives. Ensure that personal information that is collected through research initiatives are maintained in line with the relevant legislation. Build and foster partnerships and networks which assist and ensure human settlement sector research remains relevant and provides a basis for consultative support as provided by the Directorate to municipalities and stakeholders. Manage and facilitate the development of human settlements policies and guidelines to support sustainable human settlements, in line with relevant legislation. Provide strategic direction to human settlement policy development processes in line with the human settlements legal framework. Facilitate the development of human settlement policies, guidelines and policy briefs, as well as the accompanying policy analysis and reviews (including policy evaluation). Contribute towards national policy development processes and make recommendations for new policies or policy reviews. Facilitate and manage consultative support to municipalities and departmental stakeholders. Strategic management. Define and review, on a continuous basis, the purpose, challenges, objectives and priorities of the directorate. Contribute to the strategic direction in departmental decision making processes and activities of the department/
directorate, including the annual report. Determine and evaluate short and medium term goals for the attainment of the directorate's objectives as set out in the strategic plan. Support knowledge sharing and manage partnerships. Facilitate and coordinate the hosting of knowledge sharing sessions within the department as well as ensuring effective communication of policy and research outputs to various audiences. Serve on relevant knowledge and information management committees. Initiate and manage partnerships with research entities such as academic institutions and other organisations as relevant as well as engage and represent the Department on the CHEC committee (including providing strategic input into the CHEC research agenda). Human Resource and Financial Management. Manage and coordinate people provisioning and development. Promote and ensure sound labour relations within the area of responsibility including the adherence to disciplinary standards and codes. Facilitate performance evaluation and the implementation of related performance based rewards as well as manage transformation processes. Prepare budgets and adjustments for the directorate, i.e. act as the directorate's (sub) programme manager. Monitor and exercise control of all fiscal processes within the directorate, whilst ensuring effective utilisation of financial resources.

ENQUIRIES : Ms JJ Samson at 021 483 2869
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 26 March 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST


SALARY : R281 418 per annum - (Level 8).
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B driver's licence. Recommendations: A good understanding of community needs and circumstances; Knowledge and understanding of state functions and programmes; A completed 3-year tertiary qualification. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office (Suite) and Internet; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.

DUTIES : To supervise a team of CDWs located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To communicate with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr H Magerman at (021) 483 2865
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF THE PREMIER

CLOSING DATE: 26 March 2018 at 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

ERRATUM: Kindly note that the post of Industrial Psychologist Grade 1: DOTP 2018-09 with closing date 19 March 2018 published in Vacancy Circular 09, the salary has been amended to R633 702 per annum (OSD as prescribed)

OTHER POST

POST 10/160: TALENT SOURCING OFFICER: RECRUITMENT AND SELECTION, REF NO. DOTP 2018-21

SALARY: R226 611 per annum (Level 7)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3 years' experience in a Recruitment and Selection environment; Valid Code B driving licence. Recommendations: Experience with technical recruiting which includes e-Recruit support and the administrative processes which is associated with these tasks; Proven candidate sourcing and relationship building skills; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Willingness to work longer hours in line with print media publication times. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and selection processes; Public service / government policies; Online recruitment; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES: Advertising of vacancies, inclusive of on-line advertising; Creation of pre-selection/applicant questionnaires; Response handling of applications; Facilitate selection and drafting of shortlists; Create competency based interview questions; Responsible for logistical arrangements for interviews; Finalise selection processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database

ENQUIRIES: Mr F. Gerber at (021) 483 6082

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

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE: 26 March 2018 at 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POST


SALARY : R152 862 per annum (Level 5)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.
DUTIES : Rendering of provisioning administration functions; Ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.
ENQUIRIES : Mr M. Thobei at (021) 483 0900
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 26 March 2018 at 16:00
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/162 : PROGRAMME MANAGER: REF NO. TPW 2018-38

SALARY : As prescribed by the Occupational Specific Dispensation.
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant B-degree (or equivalent) in the built environment (Quantity surveying, Engineering, Architecture or Project/Programme Management) with a minimum of 6 years’ appropriate post-registration experience; A valid driver’s licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None Competencies: Knowledge of the following: experience of contract documentation and administration, Act/Regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their
user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES
APPLICATIONS: Ms R Kok (021) 438 3056

POST 10/163 : ARCHITECT (PRODUCTION): ARCHITECTURAL SERVICES, REF NO. TPW 2018-43

SALARY : All-inclusive OSD package: R549 639 –R842 619 per annum (Grade A to Grade C, OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : B-Degree in Architecture or relevant qualification; Compulsory registration as a professional architect with SACAP; Minimum of 3 years’ appropriate post qualification architectural experience; A valid driver’s license. Recommendations: Master of Architecture (Professional) Competencies: Knowledge in the following: Contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Project Management, Research and planning procedures; Financial management; Leadership, Organising and teamwork; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict management.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM ; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr R Geyser at (021) 483 0500

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

POST 10/164 : PERSONAL ASSISTANT: MANAGEMENT ACCOUNTING, REF NO. TPW 2018-33

SALARY : R226 611 per annum (Level 7).

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Senior certificate (Grade 12 or equivalent qualification) plus an accredited Secretarial certificate with a minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendations: Knowledge of the following: Business and organisational structure of the department; Financial administration; Relevant legislation/policies and procedures. An appropriate 3-year tertiary qualification Competencies:
Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

**DUTIES**

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

**ENQUIRIES**

Ms Michelle Nicholas at (021) 483 4896

**APPLICATIONS**

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