



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2018
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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

GAUTENG DEPARTMENT OF E-GOVERNMENT: Kindly note that the post of Assistant Director: Knowledge Management published in circular 10 dated 09 March 2018, The requirements has been amended as follows: 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 OR Matric plus 6-7 years' experience directly related to the duties and responsibilities specified. At least 2 years' experience in a key role in Information & Communication Technology. **DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that the post of Assistant Director: HRA published in circular 10 dated 09 March 2018 was advertised with incorrect reference number, the correct reference number is Ref: No Q9/2018/11. **DEPARTMENT OF WATER AND SANITATION:** kindly note that the posts of Chief Director: Legal Services REF NO: 090318/01 – Pretoria (Head Office) and Senior Human Resource Practitioner: HR Transactions and Information Management: REF NO: 090318/04 – (Durban) published in vacancy circular 08 dated 23 February 2018, the closing date has been extended to 23 March 2018.

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DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 03 April 2018 at 12h00
- NOTE** : The Department of Arts and Culture is inviting applicants who have not participated in any Internship programme and currently unemployed and should not have had previous formal employment related to their field of study. Candidates must have completed a 3 year Degree or National Diploma in any field specified below and who are between the ages of 18 and 35 years. Qualifying people with disabilities are encouraged to apply. Applications must be submitted on a completed Z83 form obtainable from any Government department. Applications must be accompanied by a recent CV and certified copies of ID and qualifications (not older than three Months). All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful. All positions are based in Pretoria. The Department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng. The Department will not provide accommodation to any appointed candidate from or outside Gauteng.

INTERNSHIP PROGRAMME

- POST 11/01** : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Archival Studies, Museum, Heritage, History, Library Information, or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/02** : **INTERN AT INTERNATIONAL RELATIONS REF NO: 02/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: International Relations, Politics or equivalent
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/03** : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2018 (3 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Language Practice, Translation, Terminology, Language Planning and Terminology, Linguistics or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/04 : **INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Performing Arts, Music, Dance, Drama, Art Management, Arts Education Fine Arts, Crafts or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/05 : **INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 05/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Human Resource Management, Public Administration or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/06 : **INTERN AT SOCIAL COHESION & TARGET GROUP REF NO: 06/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Drama, Music, Visual Arts, Heritage, equivalent. Gender and Social Development or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/07 : **INTERN AT RISK MANAGEMENT REF NO: 07/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Risk Management, Commerce, Auditing or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/08 : **INTERN AT HERITAGE PROMOTION REF NO: 08/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Heritage Studies, History or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/09 : **INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 09/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Finance, Accounting, Economics or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

- POST 11/10** : **INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 10/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Purchasing Management, Supply Chain Management, Public Management or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/11** : **INTERN AT COMMUNICATIONS AND MARKETING (WEBSITE MANAGEMENT) REF NO: 11/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Information, Technology, Software Development, Web and Application Development or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/12** : **INTERN AT DIRECTORATE: COMMUNICATIONS AND MARKETING REF NO: 12/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Communication, Journalism, Public Relations, Marketing, Events Management or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/13** : **INTERN AT INFORMATION TECHNOLOGY REF NO: 13/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Information Technology, Software Development, Web and Application Development or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/14** : **INTERN AT LEGAL SERVICES REF NO: 14/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : A BProc or LLB degree
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/15** : **INTERN AT INTERNAL AUDIT REF NO: 15/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Auditing, Forensic Investigation, Financial Auditing or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/16 : **INTERN AT INFRASTRUCTURE DEVELOPMENT REF NO: 16/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : A National Higher Diploma or a B-Tech degree in any Build Environment
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736

POST 11/17 : **INTERN AT COORDINATION, MONITORING AND EVALUATION REF NO: 17/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Public Administration or relevant qualification
Bachelor of Commerce degree or a Diploma in Financial Management or equivalent
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736

POST 11/18 : **INTERN AT DIRECTOR-GENERAL OFFICE REF NO: 18/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Public Administration or relevant qualification
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane
- CLOSING DATE** : 03 April 2018
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 11/19** : **DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO) (REF NO: 23653/01)**

- SALARY** : All-Inclusive remuneration package of R948 174 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree in Information Communication and Technology or a National Diploma on NQF level 7, with extensive work experience of 5-10 years within middle/senior managerial level in the relevant field. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. Technical competencies: In depth knowledge and understanding of: Information Technology and Information System Operations, SDLC and Application Development processes, System Security, ICT Software (specifically server software), Computer System Analysis, ICT Assets Management and Procurement and Network Management. It would be an added advantage if the incumbent had clear understanding of system architecture, network architecture, and server architecture, and some experience building such architecture, so as to understand what is entailed. The candidate should be familiar with the Presidential Operation Phakisa ICT in Education initiative, and how GITO fits in with that initiative as a key delivery stakeholder on the matter of core applications; service delivery and helpdesk design; and specifically how to ensure that incompatible applications can interact through middleware or appropriate communication protocols, to deliver a seamless single-sign-on environment to serve the needs of basic education. The incumbent will be expected to have a future-looking outlook, an ability to adapt to change and implement new solutions, and a positive and optimistic view of new technologies such as cloud, blockchain, and similar.
- DUTIES** : The successful candidate will perform the following duties: Represent the Department at GITO council, coordinate Government Wide IT standards in accordance with the DBE IT Governance Framework and Operation Phakisa ICT Strategy; Manage the review and approval of appropriate and Service Level Agreements (SLA) with SITA for the DBE; Manage and oversee the incorporated services of SITA in accordance with the SLAs; Ensure compliance with the corporate governance of ICT Framework prescribed by the DPSA and with Security prescripts, controls and best practices; Manage

the development and implementation of ICT policies, Information Technology (IT) guidelines, procedures, plans and standards in line with the Government wide IT strategies and policies. Manage the delivery of ICT infrastructure solution services. Develop financial, budget and business-related analyses related to DBE-wide IT costs and expenditure, as well as future IT needs. Manage help desk support and hands-on user support. Manage the development and implementation of Business Application, data- warehouse, databases and data storage, Manage the Architecture, SDLC and change control of all the DBE's business applications NSC, LURITS, NEIMS, Funza Lushaka, SA SAMS, DBE Cloud, Thutong, and any other applications which are core parts of Operation Phakisa. The incumbent will be expected to engage with e-Learning officials and assist in ensuring the delivery of Operation Phakisa ICT in Education, specifically cloud solutions, core network functions, VPN capacity, and other functions as may be required.

ENQUIRIES
NOTE

- : Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297
- : Furthermore: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta06@ursonline.co.za; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel. 012 811 1900
- CLOSING DATE** : 11 April 2018
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, are expected to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 11/20** : **DIRECTOR: INSTITUTIONALISATION OF COMMUNITY ENGAGEMENT**
- SALARY** : An all-inclusive remuneration package of R948 174 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Social Sciences/ Community Development/ Public Administration at NQF level 7 or equivalent qualification as recognised by SAQA. Five years relevant experience at middle/ senior management level in the relevant field. (Applicants must indicate their level of management experience). Technical competencies: Ward development plans, integrated development plans, community development programmes and funding models, policy development and research, monitoring, evaluation and reporting.
- DUTIES** : The incumbent will perform the following duties: Develop regulatory frameworks to set minimum standards for community participation and

engagement. Support municipalities in the establishment of functional structures to foster community participation. Strengthen local participatory governance through facilitation of community feedback and engagement mechanisms. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and monitor the implementation of a framework on alternative public participation platforms. Develop and implement citizen empowerment programmes.

ENQUIRIES

: Ms B Diale, Tel. (012) 334 0721

DEPARTMENT OF CORRECTIONAL SERVICES



OTHER POSTS

<u>POST 11/21</u>	:	<u>CHAIRPERSON</u>
<u>SALARY</u>	:	[A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury].
<u>CENTRE</u>	:	<p>Eastern Cape region: East London [Ref No: EC 2018/03/01], Kirkwood [Ref No: EC 2018/03/02], Middledrift [Ref No: EC 2018/03/03], Sada [Ref No: EC 2018/03/04], St Albans [Ref No: EC 2018/03/05], Mthatha [Ref No: EC 2018/03/06].</p> <p>Free State and Northern Cape region: Colesberg [Ref No: FSNC 2018/03/01], Goedemoed [Ref No: FSNC 2018/03/02], Groenpunt [Ref No: FSNC 2018/03/03], Grootvlei [Ref No: FSNC 2018/03/04], Kimberly [Ref No: FSNC 2018/03/05], Kroonstad [Ref No: FSNC 2018/03/06], Upington [Ref No: FSNC 2018/03/07].</p> <p>Gauteng region: Bavianspoort [Ref No: GP 2018/03/01], Boksburg [Ref No: GP 2018/03/02], Johannesburg [Ref No: GP 2018/03/03], Kgoši Mampuru II [Ref No: GP 2018/03/04], Krugersdorp [Ref No: GP 2018/03/05], Leeuwkop [Ref No: GP 2018/03/06], Modderbee [Ref No: GP 2018/03/07], Zonderwater [Ref No: GP 2018/03/08].</p> <p>Kwazulu Natal region: Durban [Ref No: KZN 2018/03/01], Empangeni [Ref No: KZN 2018/03/02], Glencoe [Ref No: KZN 2018/03/03], Kokstad [Ref No: KZN 2018/03/04], Ncome [Ref No: KZN 2018/03/05], Pietermaritzburg [Ref No: KZN 2018/03/06], Waterval [Ref No: KZN 2018/03/07].</p> <p>Limpopo, Mpumalanga and North West region: Barberton [Ref No: LMN 2018/03/01], Bethal [Ref No: LMN 2018/03/02], Klerksdorp [Ref No: LMN 2018/03/03], Polokwane [Ref No: LMN 2018/03/04], Rooigrond [Ref No: LMN 2018/03/05], Rustenburg [Ref No: LMN 2018/03/06], Thohoyandou [Ref No: LMN 2018/03/07], Witbank [Ref No: LMN 2018/03/08].</p> <p>Western Cape region: Allandale [Ref No: WC 2018/03/01], Brandvlei [Ref No: WC 2018/03/02], Breede Rivier (Worcester) [Ref No: WC 2018/03/03], Drakenstein [Ref No: WC 2018/03/04], George [Ref No: WC 2018/03/05], Goodwood [Ref No: WC 2018/03/06], Helderstroom (Overberg) [Ref No: WC 2018/03/07], Malmesbury [Ref No: WC 2018/03/08], Pollsmoor [Ref No: WC 2018/03/09], Voorberg [Ref No: WC 2018/03/10].</p>
<u>REQUIREMENTS</u>	:	<p>A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarizes evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organizational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an</p>

DUTIES

understanding of the importance of the victim's perspective. Previous experience in management or decision making position.

: Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgements about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, facilitate invitation of victims to hearings including court attendance as a result of litigation by offenders.

ENQUIRIES

: **Eastern Cape region:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 or hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms LM Tyibilika at 043 706 7800.

Free State And Northern Cape region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

Gauteng region: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

Kwazulu-Natal region: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

Limpopo, Mpumalanga And North West (LMN) region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

Western Cape region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemoed, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemoed. Contact persons: Ms M Sanders at 021 550 6059.

APPLICATIONS

: Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:

Eastern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms LM Tyibilika at 043 706 7800.

Free State And Northern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

Gauteng Region: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

Kwazulu-Natal Region: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

Limpopo, Mpumalanga And North West (LMN) Region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

Western Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms M Sanders at 021 550 6059.

NOTE

: Call for applications to serve as members of The Correctional Supervision Parole Board. The Minister of Justice and Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Terms of office is 1 July 2018 to 30 June 2021 or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, certified copies of qualification including an identity copy and drivers licence, should be submitted. NB: All interested candidates should meet the minimum requirements.

CLOSING DATE

: 23 March 2018 at 15h45.

POST 11/22

: **VICE-CHAIRPERSON**

SALARY

: [A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury].

CENTRES

: **Eastern Cape region:** East London [Ref: EC 2018/03/07], Kirkwood [Ref: EC 2018/03/08], Middledrift [Ref: EC 2018/03/09], Sada [Ref: EC 2018/03/10], St Albans [Ref: EC 2018/03/11], Mthatha [Ref: EC 2018/03/12].

Free State and Northern Cape region: Colesberg [Ref: FSNC 2018/03/08], Goedemoed [Ref: FSNC 2018/03/09], Groenpunt [Ref: FSNC 2018/03/10], Grootvlei [Ref: FSNC 2018/03/11], Kimberly [Ref: FSNC 2018/03/12], Kroonstad [Ref: FSNC 2018/03/13], Upington [Ref: FSNC 2018/03/14].

Gauteng region: Bavianspoort [Ref: GP 2018/03/09], Boksburg [Ref: GP 2018/03/10], Johannesburg [Ref: GP 2018/03/11], Kgoši Mampuru II [Ref: GP 2018/03/12], Krugersdorp [Ref: GP 2018/03/13], Leeuwkop [Ref: GP 2018/03/14], Modderbee [Ref: GP 2018/03/15], Zonderwater [Ref: GP 2018/03/16].

Kwazulu Natal region: Durban [Ref: KZN 2018/03/08], Empangeni [Ref: KZN 2018/03/09], Glencoe [Ref: KZN 2018/03/10], Kokstad [Ref: KZN 2018/03/11], Ncome [Ref: KZN 2018/03/12], Pietermaritzburg [Ref: KZN 2018/03/13], Waterval [Ref: KZN 2018/03/14].

Limpopo, Mpumalanga and North West region: Barberton [Ref: LMN 2018/03/09], Bethal [Ref: LMN 2018/03/10], Klerksdorp [Ref: LMN 2018/03/11], Polokwane [Ref: LMN 2018/03/12], Rooigrond [Ref: LMN 2018/03/13], Rustenburg [Ref: LMN 2018/03/14], Thohoyandou [Ref: LMN 2018/03/15], Witbank [Ref: LMN 2018/03/16].

Western Cape region: Allandale [Ref: WC 2018/03/11], Brandvlei [Ref: WC 2018/03/12], Breede Rivier (Worcester) [Ref: WC 2018/03/13], Drakenstein [Ref: WC 2018/03/14], George [Ref: WC 2018/03/15], Goodwood [Ref: WC 2018/03/16], Helderstroom (Overberg) [Ref: WC 2018/03/17], Malmesbury [Ref: WC 2018/03/18], Pollsmoor [Ref: WC 2018/03/19], Voorberg [Ref: WC 2018/03/20].

- REQUIREMENTS** : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.
- DUTIES** : Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while work collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.
- ENQUIRIES** : Eastern Cape region: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms LM Tyibilika at 043 706 7800.
Free State And Northern Cape region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.
Gauteng region: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.
Kwazulu-Natal region: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.
Limpopo, Mpumalanga And North West (LMN) region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.
Western Cape region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms M Sanders at 021 550 6059.
- APPLICATIONS** : Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:
Eastern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms LM Tyibilika at 043 706 7800.
Free State And Northern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.
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Kwazulu-Natal Region: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs

GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

Limpopo, Mpumalanga And North West (LMN) Region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

Western Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemoed, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemoed. Contact persons: Ms M Sanders at 021 550 6059.

NOTE : Call for applications to serve as members of The Correctional Supervision Parole Board. The Minister of Justice and Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Terms of office is 1 July 2018 to 30 June 2021 or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, certified copies of qualification including an identity copy and drivers licence, should be submitted. NB: All interested candidates should meet the minimum requirements

CLOSING DATE : 23 March 2018 at 15h45.

POSTS 11/23 : **CHAIRPERSON: INDEPENDENT RISK MANAGEMENT COMMITTEE [REF NO: HO 2018/03/02] (3 YEARS CONTRACT)**

Purpose: In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Correctional Services requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

SALARY : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.

CENTRE REQUIREMENTS : National Head Office
: The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King III report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector. An undergraduate qualification and post graduate qualification (NQF level 08) as recognised by SAQA in Auditing, Risk Management or Business Administration. CIA, CA, CRM will be an added advantage. The ideal candidate should have 8-10 years' experience gained at a Senior Managerial level within Strategic/Risk Management and/or an Auditing/Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous

DUTIES

experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous.

: The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter). Report annually to the Executive Authority through Audit and Risk Committee. Management of the committee: take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations. Calling and chairing quarterly meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and responsible decision-making framework at committee level and address any unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Running meeting: Set an agenda for each meeting. Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed. Term of appointment: Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

ENQUIRIES

: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

APPLICATIONS

: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).

NOTE

: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied

by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Appointment under the Public Service Act. Note: Applications: A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, certified copies of qualification including an identity copy and drivers licence, should be submitted.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/24** : **DEPUTY DIRECTOR: RISK MANAGEMENT [REF NO: HO 2018/03/03]**
[18 Months Contract]
- SALARY** : R657 558 all-inclusive package
- CENTRE** : National Head Office
- REQUIREMENTS** : Recognized National Diploma or Degree in Risk Management/Auditing/Accounting/ Economics. Three to five (3-5) years' managerial experience in Risk Management and Internal Auditing environment. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, the Committee of Sponsoring Organizations (COSO) framework, King III report on Corporate Governance, Labour Legislation relevant to the post, Anti-fraud and Corruption policies and Public Service Regulations. Knowledge of Risk Management policies and procedures, Risk Management principles and philosophy. Government financial systems and knowledge of Risk Management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.
- DUTIES** : Manage the co-ordination and monitoring of Risk Management programs. Develop, review and implement strategies, policies and procedures. Conduct Risk Management awareness. Manage the maintenance of Risk Management systems. Monitor the Regional and Branches progress on mitigations. Liaise with external stakeholders on Risk Management. Assist in the development of the Risk Management Plans. Coordinate Risk Management meetings. Management of resources.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you

have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Note: Appointment under the Public Service Act.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/25** : **ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: HO 2018/03/04)**
(2 POSTS)
[18 Months Contract]
- SALARY** : R334 545 per annum [Plus 37% in lieu of benefits]
CENTRE : National Head Office
REQUIREMENTS : Recognized National Diploma/ Degree in Risk Management/Auditing/Accounting or Economics. Three (3) to five (5) years Risk Management experience in a similar environment. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Risk Management policies and procedures, Risk management principles and philosophy. Government financial systems. Knowledge of Risk management in the public sector. Knowledge of implementation of policies. Problem solving and analysis. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills.
- DUTIES** : Assist in the development and implementation of Risk Management processes. Conduct education and awareness on Risk Management. Application of Risk Management principles. Monitor the regional progress reports. Liaise with external stakeholders on Risk Management. Coordinate Regional Risk Management meeting. Manage human resources, finances and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The

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- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/26** : **SECRETARY (REF NO: HO 2018/03/05)**
- SALARY** : R152 862 per annum
- CENTRE** : National Head Office
- REQUIREMENTS** : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Responsibilities: Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Manage finances and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
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by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Note: Appointment under the Public Service Act.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/27** : **SOCIAL AUXILIARY WORKERS GRADE 1**
(3 Years Contract)
- SALARY CENTRE** : R130 434 per annum (Plus 37% in lieu of benefits)
: **Eastern Cape region:** East London Management Area: Mdantsane [Ref: EC 2018/03/13], St Albans Management Area: Port Elizabeth [Ref: EC 2018/03/14], Mthatha Management Area: Mthatha [Ref: EC 2018/03/15].
Free State and Northern Cape region: Grootvlei Management Area: Bloemfontein [Ref: FSNC 2018/03/15], Kimberly Management Area: Kimberly [Ref: FSNC 2018/03/16], Upington Management Area: Upington [Ref: FSNC 2018/03/17].
National Head Office: Office of the CDC: Community Corrections [Ref: HO 2018/03/01]
Gauteng Region: Johannesburg Management Area: Johannesburg [Ref: GP 2018/03/17], Kgoši Mampuru II Management Area: Soshanguve [Ref: GP 2018/03/18] (2 posts).
Kwazulu Natal region: Durban Management Area: Durban [Ref: KZN 2018/03/15] (2 posts), Kokstad Management Area: Port Shepstone [Ref: KZN 2018/03/16].
Limpopo, Mpumalanga and North West region: Barberton Management Area: Bushbuckridge [Ref: LMN 2018/03/17], Polokwane Management Area: Polokwane [Ref: LMN 2018/03/18], Thohoyandou Management Area: Thohoyandou [Ref: LMN 2018/03/19].
Western Cape Region: Overberg Management Area: Caledon [Ref: WC 2018/03/21], Southern Cape Management Area: Oudshoorn [Ref: WC 2018/03/22], Voorberg Management Area: Vredendal [Ref: WC 2018/03/23], West Coast Management Area: Malmesbury [Ref: WC 2018/03/24]
- REQUIREMENTS** : Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy. Competencies and attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.
- DUTIES** : Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.
- ENQUIRIES** : **Eastern Cape region:** Ms Z Myataza at 043 706 7832/33/54.
Free State & Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73. Head Office: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

KwaZulu-Natal region: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

Western Cape region: Ms M Sanders at 021 550 6059.

APPLICATIONS

: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

Eastern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, Moore Street, Quigney, East London. Contact persons: Ms Z Myataza at 043 706 7832/33/54.

Free State And Northern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

Gauteng Region: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 003 420 0179/73.

Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

Kwazulu Natal Region: Department of Correctional Services, Head Recruitment, Private Bag X9036, Pietermaritz-burg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

Limpopo, Mpumalanga and North West Region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 003 306 2041/Mrs Portia Bungqu 003 306 2032.

Western Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms M Sanders at 021 550 6059.

NOTE

: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to

fill any of these advertised posts. Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. NB: Appointment under the Public Service Act

CLOSING DATE

:

23 March 2018 at 15h45.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 06 April 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POSTS

- POST 11/28** : **PERSONNEL OFFICIAL: SUPERVISOR, REF NO: CMM/09/18**
- SALARY** : R226 611 per annum (Level 7).
- CENTRE** : Ceremonial and Military Music, Pretoria.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. Post Matric recognised qualification in Human Resources, Public Administration or relevant experience in the Human Resources environment is preferable. Knowledge and application of the DOD PERSOL administration system, Microsoft Word and Excel computer applications, Good written and verbal communication is essential (well conversant with the Conversion of Service Writing (CSW) guiding principles. Knowledge and understanding of the general DOD Human Resources policies and guidelines. Prior experience in the Administration of Honours and Awards would be an added advantage. Special requirements (skills needed): Managerial Skills, Work Performance Skills, Excellent Interpersonal relations, problem solving skills, adaptability, good reasoning ability, Credibility, Neatness, bearing and general good conduct. Be able to function under pressure. Must be conscientious and self-motivated towards producing the correct work and aiming for zero defects environment.
- DUTIES** : Drafting submissions, verify members data on PERSOL and all related administration tasks in obtaining approval for the award Bravery, Merit decorations, medals and certificates. Obtain approval for the wearing of the Foreign Awards. Obtain approval when necessary for the forfeiture or annulments of bars, clasps, decorations and medals. Plan and Prepare for National Orders Advisory Committee, Honours Advisory Panel and Awards Advisory Committee meetings. Draft minutes of the all Honours and Awards

meetings. Capture medal transactions on PERSOL and update the registers. Administer the process for the re-issue of medals and update the PERSOL system. Assist in the coordination and execution of all Honours and Awards administrative tasks.

ENQUIRIES : Lt Col O.M. Sebakwane, Tel: (012) 339 5556. Maj E.M. Motoma, Tel: (012) 339 5490.

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

POST 11/29 : **SECRETARY GR II, REF: DLSD/08/18**

SALARY : R152 862 per annum (Level 5).

CENTRE : Defence Headquarters, Erasmuskloof, Pretoria.

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4). Preference will be given to candidates with NQF Level 5/6 - Secretarial Diploma or equivalent qualification will be an advantage. Experience in secretarial or related occupation will be a recommendation. Special requirements/skills needed: Computer Literate (MS Word, Power Point, Access and Excel), Communication skills (written and verbal). Proficiency in at least two (2) official languages. Organising and planning skills, good interpersonal skills, problem solving and analytical skills. Ability to work independently. Events management and the ability to manage various databases for record keeping.

DUTIES : Provide a secretarial support services to Director Military Prosecutions. Arrange weekly and monthly meetings, appointments and other work related engagements. Compile agenda and write minutes during meetings. Write routine notes, memos, letters and reports. Screen incoming and outgoing calls in the office. Manage incoming and outgoing correspondences and maintain proper record keeping for the Directorate. Create various databases for record keeping. Handle travel and accommodation arrangements, and subsequent claims for the Director. Manage the work attendance and leave register of the Directorate. Introduce new ideas to improve existing filing, tasking and document tracking processes. Develop and maintain an up to date database of internal and external stakeholders. Handle petty cash payments for the directorate (purchase stationary and refreshments). Provide high quality typing service to the Director. Deal with classified files and documents. Arrange for visitors authorisation and parking. Contribute positively to building a high performing team within the Directorate.

ENQUIRIES : Lt. Col. A.L. Mashao, Tel: (012) 355 5277. L/Cpl M.M. Mmelesi, Tel: (012) 355 5334.

APPLICATIONS : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Armscor Building, Corner Nossop and Boeing Street, Erasmuskloof, Pretoria.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : 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** : 03 April 2018, 12H00 No late applications will be considered.
- NOTE** : Requirements of 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 a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), 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 an annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 11/30** : **SENIOR ADMINISTRATIVE OFFICER (TEAM LEADER): EB OPERATIONS REF NO: (SAO/EBOPS/2018/02-1P)**
- SALARY** : R281 418. per annum (basic salary)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A recognized 3 year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience in Employee Benefits/Membership which should include one (1) year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Experience in the following systems: CIVPEN. Excellent knowledge of Employee benefits. Applicable legislation

within Special Projects Benefits Section. Knowledge of GEPF services and products. Knowledge of Special Projects dynamics. Ability to communicate at all levels (verbal and written). Effective planning and organising skills. Good decision making and problem solving skills. Good interpersonal skills. Excellent customer orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Ability to establish controls to monitor tasks. Willingness to travel.

DUTIES

: The purpose of the role is to be responsible for the day to day running of the section (Membership maintenance on Ciskei Strikers, Ex-cape Teachers, General Assistants, Purchase of service and other Past discriminatory practices) and the implementation of plans on the execution level in order to achieve the strategic goals of the organization. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Interpretation and application of the relevant Laws, rules, regulations and policies to ensure accurate membership roll maintenance and successful payments of Ciskei strikers, Ex-Cape Teachers, and other Past Discriminatory practices. Sound knowledge and ability to utilize the systems used within the SP unit i.e. Civpen, Workflow and various Excel Spreadsheets for the statistics. Effective checking of cases. Effective compiling of statistics for the Managers. Effective management and record keeping of errors in the section. Provide update on status of projects to managers. Supervise the effective administration of the Unit: Supervision of records, correspondence and enquiries. Manage staff performance. Manage staff development and training. Effective communication to staff. Formal disciplinary authority. Effective management of Section and staff.

ENQUIRIES

: Ms Mapule Mahlangu 012 399 2639

NOTE

: A position of Senior Administration Officer (Team Leader): EB Operations is currently available at the Government Pensions Administration Agency. This position will be filled permanently.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The College is committed to providing equal opportunities and practicing affirmative action employment.

OTHER POSTS

- POST 11/31** : **CAMPUS MANAGER (2 POSTS) (MNAMBITHI TVET COLLEGE)**
 Nature of Post: Permanent
 The post of Campus Manager: Ladysmith Campus is being re-advertised, candidates who had previously applied are most welcome to re-apply.
- SALARY CENTRE** : R417 552 (Level 10) per annum. plus applicable service benefits
 : Ladysmith Campus (Ref No: MTVET 12/2018)
 : Estcourt Campus (Ref No: MTVET 13/2018)
- REQUIREMENTS** : A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years' relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver's license unendorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills.
- DUTIES** : Provide strategic leadership and management within the campus; Ensure co-ordination and alignment of the campus with the vision of the college and monitor the performance of the campus against college targets; Oversee the campus administration, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level; Ensure that a labour friendly environment exists; Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff; Manage curriculum and programmes offered at the campus including where possible learnerships, partnership projects and skills programme; Assets with financial planning and control of the campus programmes to support students who are under performing; and perform all other relevant functions for the improvement of the College directed by Senior Management.
- ENQUIRIES APPLICATIONS** : Mr SR Gabela at (036) 631 0360
 : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- CLOSING DATE** : 29 March 2018 at 12:00
- POST 11/32** : **HEALTH AND SAFETY OFFICER REF NO: MTVET 15/2018**
 Nature of Post: Permanent
- SALARY CENTRE** : R226 611 (Level 7) per annum plus applicable service benefits
 : Central Office (Mnambithi TVET College)
- REQUIREMENTS** : Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification; Appropriate Bachelor's Degree/National Diploma in H&S Management or equivalent qualification; Minimum of 3 years relevant experience; Candidates with Grade 12 plus industry qualifications and 5 years of relevant experience

may be considered for this position; Good verbal and written communication and presentation skills; Above average computer skills in Ms Office Suites; Must possess personal attributes such as excellent interpersonal skills, attention to detail, flexibility, team work, organising and planning skills; Be able to work under complex situations and be reliable; Extensive knowledge of OHS Act, COID Act, FCD Act, FET Act and other relevant legislations, policies and procedures applicable in the Health and Safety environment. Valid driver's licence unendorsed.

DUTIES : Induction of staff, students and contractors on H&S matters; Development of OHS policies and procedures; Plan and conduct OHSAS 18001:2007 internal audits; Conduct and coordinate Health and Safety trainings; Investigate incidents and implement corrective measures; Identify hazards and conduct risk assessment; Develop and maintain a good relationship with all stakeholders regarding OHS.

ENQUIRIES APPLICATIONS : Mr SR Gabela at (036) 631 0360
: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith

NOTE : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 March 2018 at 12:00

POST 11/33 : **LECTURER REF: MTVET 14/2018 (ENGLISH AND LIFE ORIENTATION NCV)**
Nature of Post: Permanent

SALARY CENTRE REQUIREMENTS : R185 768 /245 700 (Level 1) per .annum. plus applicable service benefits
: Estcourt Campus (Mnambithi TVET College)
: Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification; Appropriate Bachelor's Degree/National Diploma plus a professional qualification in education or equivalent qualification; Good verbal and written communication skills; and Competency test for Life Orientation may be conducted.

DUTIES : Teaching and learning delivery; Responsible for classroom administration, assessment, and subject development; Provide guidance and support to students; Maintain discipline and safety of students at all times; and participate in all other related teaching and learning activities.

ENQUIRIES APPLICATIONS : Mr SR Gabela at (036) 631 0360
: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith

NOTE : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 March 2018 at 12:00

POST 11/34 : **LECTURER: ELECTRONIC CONTROL AND DIGITAL ELECTRONICS (REF NO: LET 02/03/2018)**

Re-advert: people who previously apply are encouraged to re-apply

SALARY : R183 942 per annum (Level 1)
CENTRE : Giyani Campus (Letaba TVET College)
REQUIREMENTS : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in Education and Training. A trade test in Electronic Control and Digital Electronics. Knowledge of theory and practice in Electronic Control and Digital Electronics. Sound communication and Computer literacy skills. Practical experience in Electronic Control and Digital Electronics as well as the ability to do practical training.

DUTIES : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.

ENQUIRIES : Mr P Mokhonazi (015 307 5440/3955)
APPLICATIONS : Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE : The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 03 April 2018 at 13h00

POST 11/35 : **LECTURER: CIVIL ENGINEERING PLUMBING AND SHEET METAL WORK (REF NO: LET 03/03/2018)**

Re-advert: people who previously apply are encouraged to re-apply

SALARY : R183 942 per annum (Level 1)
CENTRE : Maake Campus (Letaba TVET College)
REQUIREMENTS : A recognised relevant 3-year Diploma / Bachelor's Degree in Civil Engineering Plumbing and Sheet Metal work. One year working experience in Education and Training sector. A trade test in Civil Engineering (Plumbing and Sheet metal work). Knowledge of theory and practice in Plumbing and Sheet metal work. Sound communication and Computer literacy skills. Practical experience in Plumbing and Sheet metal. An ability to do drain laying will be an added advantage.

DUTIES : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.

ENQUIRIES : Mr P Mokhonazi (015 307 5440/3955)

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 03 April 2018 at 13h00
- POST 11/36** : **LECTURER: ENGINEERING AND RELATED DESIGN (WELDING) (REF NO: LET 04/03/2018)**
Re-advert: people who previously apply are encouraged to re-apply
- SALARY** : R183 942 per annum (Level 1)
CENTRE : Maake Campus (Letaba TVET College)
REQUIREMENTS : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in an Education and Training sector. A trade test in Welding. Knowledge of theory and practice in Welding. Sound communication and Computer literacy skills. Practical experience in Welding as well as the ability to do practical training.
- DUTIES** : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.
- ENQUIRIES** : Mr P Mokhonazi (015 307 5440/3955)
APPLICATIONS : Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 03 April 2018 at 13h00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice, Private Bag X9171, Cape Town, 8000 OR Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
- FOR ATTENTION** : Mr M Ketelo
- CLOSING DATE** : 03 April 2018
- NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin.. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

- POST 11/37** : **SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1): REF NO: 151/17/FA/WC**
- SALARY** : R226 686 – R262 785 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Family Advocate, Cape Town
- REQUIREMENTS** : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Conduct mediation and/or inquiries as part of a multi- disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
- ENQUIRIES** : Advocate N Britz at Tel: (021) 426 1216
- NOTE** : Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Applications may be posted to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001 or may be hand delivered at corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. CV including Z83 form and certified copies of qualification can be submitted via the following email: hr.recruitment@dmv.gov.za
- CLOSING DATE** : 23 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> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as 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. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. 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:** preference will be given to Military Veterans and Military Veterans' dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered

MANAGEMENT ECHELON

- POST 11/38** : **CHIEF DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORTSERVICES (LEVEL 14) REF NO.: DMV01/03/2018**
- SALARY** : R1 127 334 per annum (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 5 years of experience at senior management level within the Public Service or a similar environment. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and

DUTIES

decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

Manage, coordinate and facilitate military veterans' beneficiary services. Develop and monitor the implementation of legislative framework pertaining to military veterans' beneficiary support services. Manage the development and implementation of military veterans transiting, registration and eligibility and verification. Conduct assessments and identify bottlenecks in terms of beneficiary services and compile relevant reports. Facilitate the provision of dispute resolution when the need arise. Ensure proper management of military veteran programmes. Manage military veteran database and benefits information. Develop and maintain military veterans' and beneficiary database. Ensure integrity and security of database information. Manage the transition for military veterans from active service to civilian service. Ensure deregistration of military veterans and registration of beneficiaries and dependents and conduct verification processes. Advise the department on legibility and benefits. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department at various Fora meetings (National and Provincial). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Proven experience in planning, monitoring and evaluation and budgeting. Knowledge of the legislative framework applicable to Military Veterans empowerment: international approach and instruments relevant to military veterans mainstreaming outcomes and objectives: ability to work with line functional experts across government to add value to other departments work; ability to effectively work under tight deadlines, compliance requests and stressful situations. The successful applicant will be subject to personal security vetting at a top secret level. Provide effective leadership, setting clear direction, engaging with staff to bring the vision to life, coaching and developing staff to improve personal/team effectiveness, dealing with difficult situations and championing new ways of working, working flexibly and innovatively to drive and implement change. Ensure that risks, from departmental perspectives are identified and suitable controls are in place, escalating risks where necessary. Build and maintain a positive and influential relationship with the National Stakeholders and support the executive in their relationship with Military Veterans and implement their priorities.

ENQUIRIES

should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/39

CHIEF DIRECTOR: MILITARY VETERANS SKILLS DEVELOPMENT AND EMPOWERMENT PROGRAMMES REF NO: DMV02/03/2018

SALARY CENTRE REQUIREMENTS

R1 127 334 per annum (All inclusive) (Level 14)
Pretoria
Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA plus an extensive 5 years of experience at senior management level within the Public Service or a similar environment. Knowledge of the Public Service legislation. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the PFMA, 1999.

Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Manage and facilitate military veterans' skills development and empowerment programmes. Manage the development of military veterans' skills development strategies and empowerment programmes. Determine training needs, opportunities and requests from military veterans and make recommendations. Conduct skills audit in order to identify training needs and empowerment programme. Advise the Department on the implementation of the Military Veterans Skills Plan & monitor the implementation of the Military Veterans Skills Plan and the budget. Ensure the compilation of monthly, quarterly and annual military veterans' skills. Development and empowerment report accordance with the required standards. Liaise with public, private and NGO's with regard to skills development and vocational rehabilitation programmes. Ensure that skills development programmes are aligned with SAQA requirements for programs accreditation, develop and facilitate the implementation of skills development and empowerment strategy and policy. Manage and monitor implementation of the military veterans' skill development and empowerment strategies and policies. Manage the implementation and monitor the national military veteran skills development and empowerment strategy. Ensure the development and the implementation of programmes that will enhance military veteran's contribution in reconciliation, nation building and development of the country. Advise management and the department on military veterans' skills development and empowerment strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Ensure the assessments training and vocational courses are in accordance with the SAQA requirements and standards. Ensure the assessments of new educational trends and keep abreast of useful courses which are within SAQA requirements. Develop partnerships and network with relevant stakeholders. Ensure maintenance and liaison with training institutions, relevant SETA's and external trainers. Ensure the participation of military veterans in community and government events. Establish and maintain good relations within the department, NGO's and all stakeholders with regard to military veterans' skills development and empowerment programmes. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations with regard to developmental issues for military veterans. Represent the Department in with various Fora meetings (National and Provincial). Develop relationships across diverse groups of stakeholders. Manage resources (financial, physical and human); ensure proper utilisation of the Department's Skills Development budget. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES

: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/40

: **DIRECTOR: MILITARY VETERANS BENEFICIARY SUPPORT SERVICES**
REF NO: DMV03/03/2018

SALARY
CENTRE
REQUIREMENTS

: R948 174 per annum (All inclusive) (Level 13)
: Pretoria
: Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. Extensive 5 years of experience at middle/senior management level within the Public Service or a similar environment. Knowledge and understanding of the relevant legal framework. Knowledge of strategic planning and policy development and implementation. Knowledge of design of Programme and Project Management Systems. Knowledge of Monitoring, Evaluation and Reporting. Knowledge and understanding of PFMA. Insight of understanding prescripts, which impact on Military Veterans affairs. Competencies and attributes: Proven managerial and leadership experience. An effective manager and leader with a proven track record of

managing a complex portfolio and strategic tasks. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Develop, implement military veterans beneficiary support strategies. Manage Military Veterans Beneficiary Support information. Synchronise national military veterans' database information with provincial sources. Maintain data integrity and provide management with regular reports. Assist in the development of operational plans of the Directorate. Provide military veterans beneficiary services. Verify eligibility before registration military veterans on the database. Conduct assessments and identify bottlenecks that may affect the provision of benefits and services to military veterans and compile relevant reports Assist with dispute resolution processes. Participate in military veteran programmes. Safeguard and maintain military veterans' database and benefits information. Assist in the development of military veterans' and beneficiary database. Implement information standards in the department. Maintain an appropriate information system that supports the departmental strategy. Advice on the formulation and development of electronic and manual database. Implement an effective knowledge management plan for the Department through collection, capturing, sorting, keeping and dissemination of information. Secure military veterans database and beneficiary information. Assist with the transition of military veterans from active service to civilian service. Deregister/register military veterans, beneficiaries and dependents on the database. Conduct verification on legibility and benefits for military veterans, beneficiaries and dependents. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders, particularly with the military veterans' organisations. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Represent the office in appropriate meetings.

ENQUIRIES

: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/41

: **DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO.: DMV04/03/2018**

SALARY CENTRE REQUIREMENTS

: R948 174 per annum (All inclusive) (Level 13)
 : Pretoria
 : Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. Extensive 5 years of experience at middle/senior management level within the Public Service or a similar environment. Knowledge and understanding of the relevant legal framework. Conversant with public service prescripts and the legislative framework governing public administration. Conversant with the legislative framework governing the delivery of benefits to military veterans. Financial management as it relates to the role and functions of an Accounting Officer under the Public Finance Management Act, 1999. Problem solving and decision making. Service delivery innovation. Change Management. People Management and Empowerment. High level of integrity and honesty. Understanding of the challenges facing Military Veterans in South Africa

DUTIES

: Manage the development, implementation and maintenance of internal audit policies and strategies. Develop, monitor and evaluate internal audit policies and plans. Collect and analyse data on internal audit for reporting purposes and produce detailed reports on audit findings. Coordinate and ensure compliance and the implementation of internal audit legislations, policies, strategies, programs, projects, processes and procedures for a peaceful work environment. Coordinate activities and functions of Audit Committees Provide technical and operational direction in the monitoring of compliance to internal audit policies and regulations. Develop internal audit policies and strategies. Manage the facilitation, coordination and performance audits to ensure the

implementation of audit recommendations thereof. Collect and analyze data to detect non-compliance with laws, regulations and departmental/management policies. Facilitate and coordinate forensic audits. Liaise with relevant institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. Report to management, audit results and recommend changes in operational and financial activities. Advise staff with regard to financial and regulatory matters. Manage the provision of risk management services across the department. Evaluate and priorities risk analysis and make recommendations to the Department for informed decision. Explore and suggest solutions to identified risks. Effectively administer risk analysis projects and ensure that risks attached to each component are addressed. Conduct research/analysis regarding risk strategies.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/42 : **DIRECTOR: POLICY ANALYST REF NO: DMV05/03/2018**

SALARY : R948 174 per annum (All inclusive) (level 13)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification/Degree in Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 5 years appropriate managerial experience in policy development, analysis and review related duties as the Director. The successful candidates will undergo pre-security clearance processes before appointment, and must have a valid driver's license code 08. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in the broader government establishment, especially security, military veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government processes and prescriptions are essential.

DUTIES : Conduct policy research, analysis and provides recommendations and reports military affairs. Ensure DMV strategy and operations plans are aligned to departmental and national policy. Collaborate with Monitoring and Evaluation to enhance the implementation of policies, practices and procedures. Research comparative benefits related theories and practices to inform military veteran's policies. Assist provincial spheres of government in developing military veteran's policies to ensure strategic alignment with national military veteran's policies and strategies. Manage the policy directorate and measure organisational performance accordingly. Develop policy and discussion papers on aspects of military veterans' affairs as requested by the DMV. Manage the secretariat of the department policy committee and that of the advisory committee Report of the Chief Director: Policy and Research and on policy development processes.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

OTHER POSTS

POST 11/43 : **DEPUTY DIRECTOR: POLICY ANALYST REF NO: DMV06/03/2018**

SALARY : R657 558 per annum (All inclusive) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 and a graduate degree in the Humanities and Policy Development e.g political science, governance, law or with social degree with modules in governance, public policy, and political studies is the minimum requirement. A post-graduate degree in policy, governance, public administration or related fields is a preference. 3 -5 years at middle management level executing policy development, analysis and review related duties as Assistant Director. The successful candidates must be willing to undergo security clearance processes before appointment, a valid driver's code 08 license. The applicant must have a very good understanding of governance and policy development processes. The successful applicant should be able to have wide network in

the broader government establishment, especially security, veterans and foreign affairs. A demonstrated ability to write research reports and a policy research experience is a requirement for the job. A demonstrated knowledge of government procurement processes and the PFMA is essential.

DUTIES : Implement policy development processes, develop sustainable Military Veterans policies through the provision of administrative, technical and logistical support. Assist provincial spheres of government in developing Military Veterans related policies in order to ensure strategic alignment with the national policy. Undertake policy research, analysis Conduct policy research, analysis and provide feedback to the department regarding policies. Support the development of policy and discussion paper on military veterans' affairs. Provide support in the alignment of departmental policies through the interpretation of applicable laws, strategic as well as political policy determinations. Support the introduction and understanding of new and revised policies, guide the departmental functionaries in the development of new policies and provide support in the development of new priority policies. Undertake policy review processes, continuously evaluate and review Military Veterans policies in order to align them with appropriate laws and national governments' objectives. Analyse and provide inputs on policies, conduct general and comparative policy research, analysis, review and provide feedback to the department, support the undertaking of general and specific literature review on national and international best practices regarding policy models. Handle the provision of secretariat services to the departmental policy committee and the advisory committee. Support the policy implementation, interpretation and understanding processes, support the implementation of mechanism and consultative processes in order to ensure proper rulings in the case of uncertainties and disputes in relation to policies. Support the implementation of workshops and work session in the in the department in order to ensure continued awareness and understanding in relation to policies, associated strategies and guidelines. Provide administrative, technical and logistical support in demarcating and ensuring mutual understanding of respective roles and responsibilities in relation to policies. Manage the establishment of networks with stakeholders and the maintenance thereof, support consultative interactions with stakeholders and partners on policies and develop and maintain policy stakeholders and partners database.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/44 : **DEPUTY DIRECTOR: RESEARCH REF NO.: DMV07/03/2018**

SALARY : R657 558 per annum (All inclusive) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in a relevant field with 3-5 years appropriate working experience with proven research skills and understanding of Public Service Administration, through understanding of policy analyses, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act

DUTIES : Conduct research programmes. Carry out research in accordance with military veterans' policies and strategies. Provide assistance with the interpretation and analysis of research-based recommendations. Conduct research on, and audit and analysis of benefits, services and other interventions unique to military veterans. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Conduct needs-based research. Conduct research and collate information on specific programmes. Assist with the compilation of research documents and research materials. Conduct research audits. Prepare reports and provide findings of research undertaken. Maintain resource centre. Maintain repository of research products. Develop partnerships and network with relevant stakeholders. Build sound and sustainable relationships with research houses. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-

governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical). Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees (if any). Ensure capacity and development of staff (if any).
ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454

POST 11/45 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMV08/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
 : Pretoria
 : Grade 12 and a three year relevant National Diploma/ Bachelor' degree in in the field of HRD and related fields, with 3-5 years relevant experience at supervisory level; Knowledge and experience in the application of the provision of the relevant legislations policies and regulations that govern the Public Service, knowledge of Public Service HRD processes and systems. Insight into legislation and other prescripts, which impact on HR Development thorough understanding of policy analysis, formulation and interpretation, knowledge on how to utilize PERSAL system.

DUTIES : Develop and facilitate the implementation of performance management and human resource development strategy and policy. Manage and monitor implementation of the SDA, SLA and SAQA requirements. Implement and monitor national human resource strategy. Advise management and the department on performance management and human resource development strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Moderate assessments and conduct assessments of training and courses according to SAQA requirements and standards. To assess new educational trends, keep abreast of useful courses and remain within SAQA requirements. Facilitate and implement induction and orientation program. Manage and monitor performance management and development system Implement systems and processes for the attainment of a performance management culture in the Department. Advise management and the Department on policy matters with specific reference to PMDS non-compliance. Monitor and co-ordinate the Senior Management Services performance agreements. Ensure service delivery by measuring performance. Manage probationary appointments. Manage and facilitate skills development programs. Determine training needs, opportunities and requests from staff and management and make recommendations. Implement and monitor the approved workplace Development Plan and prepare an annual report on the implementation status. Compile and submit the Workplace Skills Plan (WSP) according to the required standards. Compile an annual Training Report according to the required standards. Conduct skills audit in order to identify training needs and training programs. Provide advice/recommendations for service delivery improvement in terms of training programs. Evaluate the effectiveness of the programs training and provide regular reports. Conduct research, audits and analysis of the programs. Develop training materials and manuals aligned to SAQA requirements and relevant to training needs. Ensure that courses are well-planned, organized and delivered accordingly by facilitating training programs with internal and external stakeholders. Ensure accreditation of the Department and the training program. Maintain liaison with training institutions, SETA's and external trainers. Represent the office in various Forums and meetings. Develop relationships across diverse groups of stakeholders.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454.

POST 11/46 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO.: DMV09/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
 : Pretoria
 : An appropriate Bachelor's degree or National Diploma with a minimum of 3-5 years' experience in the field of HR Planning & Systems, a good Knowledge

of Public Service Act, PFMA, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, Good knowledge of Public Service HR processes and systems, the PERSAL & BAS systems. Good understanding of departmental establishment. Good interpersonal supervisory skills, ability to understand and implement an integrated approach towards HR.

DUTIES : To facilitate human resource planning processes. Coordinate human resources information and knowledge management. Implement human resource planning strategies. Develop partnerships and network with relevant stakeholders. Develop guidelines in line with Human Resources practices, procedure, guidelines and policies and ensure the implementation of Human Resource Planning, developing, monitoring, reviewing and evaluation of employment equity and Job access strategy. Manage and ensure proper utilization of PERSAL System, and proper reporting mechanism. Implement departmental HR strategies (EE Plan, HR Plan, Departmental Strategic Plan and HR Policies). Analyze and monitor human resource strategic information. Assess human resource demand, supply and financial constraints. Facilitate the provisioning and allocation of posts.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/47 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATOR (2 POSTS)**

Ref No: Dmv10/03/2018/01/WC

Ref No: Dmv10/03/2018/01/KZN

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
: Provincial Office: Western Cape and KwaZulu-Natal
: An appropriate Bachelor's Degree/National Diploma or equivalent qualifications with 3-5 years appropriate working experience and understanding of Public Service Administration, Military Veterans Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently.

DUTIES : Administer the provision of provincial offices management services by implementing provincial operational plans in line with the strategic objectives of the department and report thereof. Implement regulatory framework for provincial management services and cooperative governance. Coordinate skills development programmes for Military Veterans. Assist Military Veterans with and coordinate employment placement programmes. Coordinate provincial Military Veterans honor, ceremonial and heritage functions. Manage SLA with line function department and other service providers. Manage provincial Military Veterans inspection programmes. Coordinate the provision of all the posthumous services (heritage, burials, re-burials, exhumations and repatriation) of Military Veterans in the province. Provide Military Veterans with first-line support and assistance on their services and benefits. Compile Military Veterans profiles, update their records and manage provincial Military Veterans resources systems. Monitor and ensure effective and efficient co-ordination of activities in the provincial office and at the access points. Develop operational standards and ensure the attainability and sustainability. Compile monthly, quarterly and annual reports. Plan, organize and control activities pertaining to the provincial office and in access points. Implement service level agreements. Distribute resources to other service areas. Manage service delivery and performance of regional offices and access points. Be able to manage provincial office independently.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454.

POST 11/48 : **DEPUTY DIRECTOR: COORDINATOR OF MILITARY VETERANS SOCIO-ECONOMIC PROGRAMMES REF NO: DMV11/03/2018**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive) (Level 11)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualifications with 3-5 years appropriate working experience and

		understanding of Public Service Administration, military veterans' Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.
<u>DUTIES</u>	:	Provide administrative and technical support on the implementation of military veterans socio-economic support policies and other prescripts. Assist with the development, monitoring and reviewing Military Veterans Socio-Economic support policies and plans. Coordinate the provision of services in terms of service level agreements. Oversee and coordinate the implementation of military veterans identified socio-economic programmes and projects. Assist with the development of operational plans. Provide support connected to service level agreements on military veterans' socio-economic programmes. Conduct survey programmes on military veterans' socio-economic service delivery requirements. Coordinate the provision of socio-economic services by line function departments and other service providers. Coordinate inter-provincial military veterans' socio-economic programmes and ensure synergy and alignment. Coordinate military veterans' socio-economic service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations on benefits and access. Represent the department in various meetings. Manage resources (physical and human). Monitor and report on the utilisation of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/49</u>	:	<u>DEPUTY DIRECTOR: CLINICAL PSYCHOLOGIST REF NO.:</u> <u>DMV12/03/2018</u> (2 Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558 per annum (All inclusive) (Level 11) Pretoria An appropriate Degree in Clinical Psychology with a minimum of 3-5 years' experience at a managerial level in health care management and wellness environment, a good Knowledge of Public Service Act, PFMA, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, Good knowledge of Public Service HR processes and systems. Knowledge of Mental Health Act, Child care Act, Military Pensions Act, Military Veterans Act, Prescripts, policies Government wide policies, ability to interpret and apply policies and legislations. An understanding of Public service regulatory prescripts
<u>DUTIES</u>	:	Provision of technical and administrative support on dedicated counselling and Compensation services established by the department. Promote, Facilitate and Co-ordinate the Compensation and Counselling services activities for military veterans. Monitor and evaluate service delivery and management systems relating to compensation benefit and counselling services. Manage all projects and technical logistics related to the administration of the compensation and counselling services. (Submissions, roadshows, assessment and payments). Monitor and report appropriately. Ensuring that the core objectives are achieved. Provide Clinical Psychology services in line with the department's objectives as outlined in the Military Veterans Act. Render clinical/counselling psychotherapeutic services and suitable therapeutic modalities and interventions for the military veterans and or their dependents. Conduct assessments for the Compensation benefit as outlined in the Military Veterans Act and Regulations. Ensure the facilitation of complex trauma as well as psychopathology within individuals and groups. Conduct assessments for individuals or group therapy and parent counselling. Coordinate the feedback mechanism to military veterans on the outcome of assessments. Develop, monitor and evaluate the referral, service delivery protocols and systems. Ensure safe keeping and confidentiality of client's

records and information. Develop partnerships and network with relevant stakeholders. Support the establishment, management and maintenance of good relations with service providers and all relevant stakeholders. Work within and at times lead multidisciplinary teams. Support the Implementation and monitoring of service level arrangements. Initiate and attend regular meetings with service providers and relevant stakeholders as mandated. Co-ordinate reports from service providers and provide a comprehensive monthly reports on services provided. Monitor and report on the utilization of services. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/50 : **ASSISTANT DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO.: DMV13/03/2018**
(2 Years Contract)

SALARY : R334 545 per annum (Level 9)
CENTRE : Cape Town Wynberg (Applicant must be residing at Town)
REQUIREMENTS : An appropriate Degree or National Diploma in local economic development or a relevant qualification with 3-5 years of experience at supervisory level executing socio-economic related duties with 3-5 years appropriate working experience and understanding of Public Service Administration, military veterans Act, a good Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently.

DUTIES : Provide an administrative function iro Tertiary Education Support at National Student Financial Aid Scheme (NSFAS) level. Provide technical support to the Education Section from NSFAS and Provincial level to effectively assist NSFAS with DMV students' at all public institutions country wide. Provide administrative assistance to NSFAS to ensure DMV beneficiaries receive excellent service at all tertiary institutions. Provide comprehensive interactive support with tertiary institutions by compiling data sheets, sending and receiving of information, communicating in order to pro-actively service the needs of DMV clients. Provide comprehensive reporting to DMV HQ iro Financial matters, challenges and service delivery issues on a monthly basis. Communication with tertiary institutions to obtain student progress reports, results by end of September every year, to assist with continuing students and eligibility of bursaries for future academic years. Assist to Manage the accuracy of the Higher education main database at all times. Ensure that all Higher education files are safely kept and proper record keeping is maintained. Oversee that all the client service and telephonic inquiries are resolved timeously. Provide support to military veterans on all relevant economic and socially related matters. Ensure that progress reports are provided to the supervisor on a weekly basis. Support the establishment of good relationships at all tertiary institutions and maintenance of sound relations with stakeholders in relation to education support. Support engagements, interactions and collaborations (network) with identified tertiary institutions. Work closely and monitor the work of institutions that have been entrusted with service delivery.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/51 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO.: DMV14/03/2018**

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

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualifications in monitoring and evaluation with 3-5 years appropriate working experience at supervisory level and understanding of Public Service Administration, a good Knowledge of Monitoring and evaluation and strategy policies, guidelines, regulations, frameworks and Acts of Public Service, Basic Conditions of Employment Act, Labour Relation Act and other employment legislations, good office management skills, good organisational skills, good inter-personal relations, coordination skills. Be able to work independently. Understanding of Military Veterans Act.
<u>DUTIES</u>	:	Assist in the co-ordination of the development of the departmental performance quarterly reports. Assist in the completion and issuing guidelines and instructions on content, formats, and management of reports. Assist to ensure coordination, development and submission of departmental quarterly. Assist to analyse the non-financial performance on military veterans programme against planned performance and compile reports. Assist to conduct value for money audits on prescribed plans and priority programmes against pre-determined goals and objectives. Assist to Evaluate and analyse quarterly performance reports. Assist to Conduct due diligence on submissions made and issue the appropriate determinations. Assist with co-ordination of the development of the departmental performance annual report. Assist to Conduct due diligence on submissions made and follow up on gaps. Assist to Compilation of the DMV Annual Report. Assist to develop, review and manage the Department of Military Veterans' Monitoring and Evaluation Framework and Guidelines Assist to conduct research and consolidate data required. Assist to consultation with programme on framework and guidelines. Assist to ensure capacity building by providing technical advice and guidance to users. Assist to ensure the Identification and fixing of gaps and grey areas identified during evaluation and provide feedback thereof. Assist to present draft review of the DMV M&E Framework and Guidelines to relevant stakeholders within the department. Assist to facilitate approval of Reviewed M&E Framework and Guidelines. Assist to consultation with programme on reporting guidelines. Assist to act as a focal point for monitoring and evaluation requirements for the department. Assist to coordinate evaluations for the department. Assist to support and assist departmental programmes and sub-programmes to develop logical frameworks and theory of change for programmes. Assist to conduct evaluation studies on departmental programmes, policies and projects. Assist to Develop evaluation and research proposals, plans, and terms of reference, concept notes and data collections tools in preparation for studies to be undertaken. Assist to develop data collection and analytical tools for capturing, analysis and interpretation of collected data. Assist programmes in the development of the action plan on the implementation of the recommendations based on the key findings. Support and assist in the co-ordination of MPAT. Attend MPAT meetings with the DPME and provide feedback to the department. Assist to coordinate and facilitate MPAT training or workshops to all the relevant personnel within the department. Assist to follow-up on gaps, weaknesses and challenges identified by programmes in the MPAT process. Assist to coordinate and facilitate the participation of the department in all MPAT phases. Ensure completion of MPAT self-assessment for their designated Key Performance Area. Assist to submit evidence for areas of assessment that fall within their responsibility and ensure that evidence is valid and reliable. Assist to liaise with Internal Audit on confirmation of evidence
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/52</u>	:	<u>ASSISTANT DIRECTOR: PLANNING REF NO: DMV15/03/2018</u>
<u>SALARY</u>	:	R334 545 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree/ National Diploma related to monitoring and evaluation and Strategic Planning, with 3-5 years relevant extensive experience in the Strategic, Monitoring and Evaluation, Governance, Economics and Public Finance Management environment. Research, report writing, negotiations, interpersonal relations, communication, facilitation, computer literacy, analysing conflict management, presentation and working

<u>DUTIES</u>	: Provision of strategic planning support services to the department. Administration of strategic planning processes: Pre-planning process, Post planning process, Integration of planning outcomes into annual operational plan, Alignment of various operational plans. Conducting of research on all strategic related issues. Ensuring of linkages between departmental strategies, priorities, budget, operational plan, etc. Rendering a support service to strategic related issues/workshops: administer the adaptation of different planning formats for outcomes, outputs and strategies. Research the various formats of other departments e.g. Treasury and familiarise staff with such formats. Assist in reformatting of the departmental templates to comply with specific regulatory needs. Facilitate the training of all departmental managers to utilise the departmental framework and formats. Conduct training sessions and workshops. Give guidance on an individual basis as and when required. Administer the utilisation of service providers to assist with training. Develop the Department of Military Veterans Strategy, develop and maintain the corporate DMV strategic planning framework. The development and implementation of departmental planning and reporting instruments (Strategic Plan, Annual Performance Plan, Quarterly Reports, Annual Reports, mid-term reviews etc.). Co-ordinate the completion of the DMV Management Performance Assessment Tool (MPAT) as guided by the Department of Performance Monitoring and Evaluation. Ensure continuous alignment of branches and corporate plans with the Estimate of National Expenditure.
<u>ENQUIRIES</u>	: should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/53</u>	: <u>ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO.: DMV16/03/2018</u> (2 Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R334 545 per annum (Level 9) : Pretoria : An appropriate B Degree/ National Diploma in Public Relations or Communications or related to the field, with 3-5 years relevant extensive experience in the communication strategy, Governance, research, report writing, negotiations, interpersonal relations, communication, facilitation, computer literacy, analysing conflict management, presentation and working in a team. Strategic ability programme and project management, people management and empowerment, planning and organising, knowledge management, problem solving and analysis, results quality management, decision making service delivery innovation, change management, client orientated and customer focussed, planning systems Government programme of action, Public Service Regularity framework, Presidency policies and procedures information management and performance management. Knowledge and understanding of the Presidential Hotline Functions
<u>DUTIES</u>	: Receive and facilitate the investigation and resolution of presidential hotline enquiries and complaints. Receive and acknowledge presidential hotline enquiries and complaints. Register and create a database of all the enquiries and complaints received. Facilitate the assigning of enquiries and complaints to relevant branches for resolution. Provide constant feedback to the enquirer and complainant regarding progress in the resolution of cases. Provide regular written and verbal reports to management concerning the trend of cases, areas that needs to be improved and non-adherence concerning the submission of responses in pursuit of turnaround times. Monitor and facilitate the resolution of cases assigned to branches. Liaise and follow-up with the affected branches within the department concerning the resolution of enquiries and complaints in order to expedite the process. Assist in liaison with the enquirer and complainant for the submission of additional supporting information required for the resolution of cases. Provide enquirer and

complainants with status reports regarding cases. Make follow-up with the affected parties once cases have been resolved in order to gauge satisfaction levels. Monitor logged corruption and fraud cases assigned to the department. Liaise with counterparts in the Presidency in order to provide updates regarding escalated cases, the resolution of such cases, progress status and the provision of statistics.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/54 : **ADMINISTRATIVE OFFICERS (9 POSTS) SUPPORT SERVICES**

Ref No: DMV17/03/2018 Gauteng Province
Ref No: DMV18/03/2018 North West Province
Ref No: DMV19/03/2018 Limpopo Province
Ref No: DMV20/03/2018 Eastern Cape Province
Ref No: DMV21/03/2018 Northern Cape Province
Ref No: DMV22/03/2018 Western Cape Province
Ref No: DMV23/03/2018 Kwa - Zulu Natal Province
Ref No: DMV24/03/2018 Free -- State Province
Ref No: DMV25/03/2018 Mpumalanga Province

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : The applicant must have Senior Certificate, Appropriate B Degree/National Diploma in Office Management / Business Management; PLUS A minimum of three (2) years' experience in a general support office environment, valid Code B driver's license (Code 08). Recommendations: Training programmes and/or experience in General Office Administration, Resource Management and Report Writing Skills will serve as a recommendation. The ideal candidate must: possess knowledge of office procedures, practices and equipment. Possess knowledge of the principles and practices of public administration. Possess knowledge of the function and regulations applicable to the area of operation. Have the ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures. Have good writing skills. Be computer literate with proficiency in MS Office Software Applications.

DUTIES : Administer activities in order to ensure an adequate information flow. Assist the Provincial Office in ensuring that information produced for reports is well researched and reliable. Provide professional secretariat services inclusive of venue arrangements, development of agendas, minutes and workshop reports. Provide user-friendly archiving and document retrieving services for the Cluster. Implement and maintain office processes ensuring professionalism when delivering service to the clients of the Cluster. Compile, implement and maintain a procurement plan for the Office, thereby ensuring fiscal discipline in accordance with planned acquisition strategies. Administer payments generated by the office and ensure that they are timeously activated with a view to enhance relationships with service providers. Render an administrative support service ensuring that human resource management transactions of the Cluster are correctly submitted to the Corporate Centre of the Head Office. Develop Office Business processes that ensure efficiency in the Office.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/55 : **HRD PRACTITIONER: HRD (DIRECTORATE: HRM) REF NO.: DMV30/03/2018**

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 2-5 years appropriate experience of which 2 years must be in various disciplines related to Human Resource Development/ Public Management. Supplementary HR related courses a definite advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written

communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Must have knowledge of Skills Development Act and other applicable prescripts.

DUTIES : The successful candidate will be responsible to coordinate and facilitate Human Resources Development processes within DMV. This entails administration of internal and external bursaries; facilitate the Departmental and Compulsory Induction Programmes. Coordinate the internship and learnerships programmes. Assist to develop the workplace skills plan and the training reports. Create and update various databases and manual records. Assist with the secretariat duties of the Training Committee. Conduct and/or coordinate training courses and workshops. Provide advice to officials. Supervise and manage staff and other resources

NOTE : The suitable candidates will be selected with the intention of promoting representivity and achieving affirmative action targets, as contemplated in the relevant components Employment Equity Plan. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. The Department reserves the right not to appoint any applicants to these positions and to conduct pre-employment security screening. NB: Preference Will Be Given to Military Veterans. Applications must be submitted on form Z83, obtainable from any Public Service Department, and should be accompanied by comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver's license and Identification Document. Applicants with foreign qualification must submit a SAQA evaluation report on acquired qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may result in your application not being considered (applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. If you have not been contacted for an interview within three (3) months of the closing date, please consider that your application was not successful. Kindly note that a security clearance and verification of qualification by SAQA will be conducted to successful shortlisted candidates. Correspondence will be entered into with short-listed candidates only. Persons with disabilities are encouraged to apply

ENQUIRIES : All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012)765 9454,

POST 11/56 : **ADMINISTRATIVE ASSISTANT SUPPORT SERVICES (DIRECTORATE: INFORMATION COMMUNICATION AND TECHNOLOGY) REF NO.: DMV26/03/2018**

SALARY CENTRE : R183 558 per annum (Level 6)
: Pretoria

REQUIREMENTS : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.

DUTIES : Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes , receive and routine incoming calls, record and relate messages, operate and ensure

that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

POST 11/57 : **ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: PROVINCIAL OFFICES MANAGEMENT AND STAKEHOLDER RELATIONS) REF NO.: DMV27/03/2018**

SALARY CENTRE REQUIREMENTS : R183 558 per annum (Level 6)
 : Pretoria
 : A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.

DUTIES : Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes, receive and routine incoming calls, record and relate messages, operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and

		collect and coordinate all documents that relate to the budget and funding requirements.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/58</u>	:	<u>ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: HERITAGE, MEMORIAL, BURIALS, AND HONOUR SERVICES) REF NO.: DMV28/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6)
	:	Pretoria
	:	A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses.
<u>DUTIES</u>	:	Provide secretarial support services such as typing of documents, play the role of secretary in meetings, compile and distribute agendas and minutes, receive and routine incoming calls, record and relate messages, operate and ensure that office equipment is in good working order, coordinate and schedule meetings, coordinate the provision of refreshment and water during meetings, follow up with the supervisor regarding scheduled meetings and appointments and manage the cancellation and rescheduling of appointments. Provide records management and filing services, ensure the effective flow of information to and from the office, receive and register incoming correspondence, file and safe keep documents in line with the file plan and other relevant regulations and practice, register and distribute outgoing correspondence and maintain the confidentiality of documents. Receive clients and visitors, receive and seat visitors, provide refreshment to clients and visitors where necessary, respond to general queries of visitors and manage tidiness of the office. Provide administrative and logistical support services, order stationery for the office, serve as a chief user clerk and coordinate the procurement of office supplies, computer consumables and stationery for the office, check invoices for correctness and certify them for payment, coordinate the payment of invoices. Coordinate travel and accommodation bookings for personnel in the Directorate, collate and compile reports and any other information as requested, obtain the necessary signatures on documents, scrutinise documents to determine actions, manage the leave register and the submission of leave forms for the office, monitor budget spending for the office in order to note under and over utilisation and collect and coordinate all documents that relate to the budget and funding requirements.
<u>ENQUIRIES</u>	:	should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,
<u>POST 11/59</u>	:	<u>ADMINISTRATIVE ASSISTANT (CHIEF DIRECTORATE: COMMUNICATIONS) REF NO: DMV29/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6)
	:	Pretoria
	:	A national diploma or equivalent tertiary qualification in office management or relevant field is a requirement and minimum of 2 years' experience at clerical or senior clerical level or as an intern in relevant field. Knowledge, skills, training and competencies required: Basic organizational skills, communication and interpersonal skills. Incumbent must be a lateral thinker with excellent analytical skills, numerical and reporting writing skills, and excellent demonstration of end-user computer skills, Ms Word, Excel, Access and Power Point. The incumbent must be able to work independently and in possession of valid driver's licenses. .
<u>DUTIES</u>	:	Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect

attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Receive and seat visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements

ENQUIRIES

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should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula (012) 765 9454,

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** : 03 April 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 11/60** : **SENIOR SPECIALIST: INTERVENTION SUPPORT REF NO 017/2018**
Chief Directorate: Intervention Support
- 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 REQUIREMENTS** : Pretoria
A relevant 3-year tertiary qualification in Programme or Project management or Public Sector Management and Administration (NQF7) or equivalent with at least 8 year's appropriate experience of which 5 years' at MMS (Deputy Director or equivalent) level. Competencies & Skills: Must possess a good understanding of government across the three spheres of government. Should have extensive experience in managing complex projects. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related

policies and procedures; excellent financial, HR and strategic management skills and Programme and Project Management skills. Good interpersonal relations, excellent stakeholder management and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) is essential. Personal attributes: 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. Drivers licence is essential. Ability to travel extensively locally and abroad for extended periods of time. Heightened sense of urgency and flexibility to work for long hours.

DUTIES : The successful candidate will be responsible to assist in the implementation of Operation Phakisa in government by transforming plans into concrete results through successful delivery. This entails assisting with designing monitoring system for the Operation Phakisa programme. Work with partner national departments to agree and scope new Operation Phakisa projects. Contribute to process improvements in project management by applying lessons learned to future projects. Develop and document an integrated project management plan for the projects to be undertaken. Plan, monitor and solve problems/ issues relating to the achievement of Lab Outputs. Work with departments to finalise 3 ft. plans and monitor and report on progress. Assist with interventions to address blockages to implementation and escalate to necessary executive level where required. Establish and maintain collaborative business relationships with relevant stakeholders in public and private sector. Develop working relationships with agencies/consultancies in relation to donor support. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu on Tel No (012) 3120462.

OTHER POSTS

POST 11/61 : **DEPUTY DIRECTOR: SECURITY & FACILITIES REF NO: 018/2018**
Directorate: Facilities & Security

SALARY CENTRE REQUIREMENTS : R657 558 – R774 576. all-inclusive salary package per annum (Level 11)
: Pretoria
: A relevant 3 year tertiary qualification (NQF 06) or equivalent with at least 6 years experience in the various disciplines related to Security Service Administration including facilities management & OHS experience of which 3 years experience must be at a supervisory level. A relevant Bachelor's Degree/Advanced Diploma in Security Risk Management will serve as an added advantage. The ideal candidate should have the following knowledge and skills: Implementing & Monitoring of MISS; MPSS Document; SSA Vetting Policies & skills; liaison, negotiation and analytical skills. Must have strong knowledge of Ms Office Suite, especially Excel, advanced numerical, conceptual and problem solving, communication and interpersonal skills 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 for ensuring proper and effective provision of facilities; security and OHS services within the department. This entails managing, coordinating and monitoring the provisioning of a comprehensive security management service and facilitating the provisioning of facilities and work environment services. Manage, coordinate and facilitate Occupational Health and Safety (OHS) matters. Management of Security &

		Facilities contracts and manage, coordinate and facilitate human resource budget & risk management. processes. Monitoring/recommending of the Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Directorate. 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
<u>ENQUIRIES</u>	:	In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
<u>POST 11/62</u>	:	<u>ASSISTANT DIRECTOR: DATA CENTRE REF NO 020/2018</u> CD: Data Integration and Analysis
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552. – R491 847. Per annum (level 10) plus benefits Pretoria A Bachelor's Degree/Advanced Diploma (NQF 7) in Statistics, Information Technology or equivalent quantitative field. An Honour's Degree (NQF 8) will be an added advantage. Should have at least 5 years specialist experience working in a statistics/data unit or data centre. Competencies & Skills: Advanced computer and analytical skills using data integration, data analysis and data visualisation tools e.g. Microsoft power BI, data warehouse skills, BI solutions using multidimensional and tabular data models and online analytical processing (OLAP) cubes. Good programming skills. Understanding of data storage, retrieval and management, data policy and frameworks development, data processes and systems. Must have good project management skills. Personal Attributes: Must have the ability to perform independently and in a team and under 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.
<u>DUTIES</u>	:	The successful candidate will be responsible to support the implementation of a DPME data centre and facilitate access to internal and external data to support Planning, Monitoring and Evaluation as per the NDP/MTSF. This entails sourcing, collation of data from ground monitoring, government departments and within DPME and format and integrate it for use in the data centre. Develop tools to visualise data and data mining in the data centre e.g creating dashboards for political heads. The development, implementation and promotion of data norms, standard and protocols for DPME and government departments/entities. Conduct research on products and trends for the enhancement of information systems in the data centre. Technical maintenance of the data centre working closely with IT. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives 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 in a supportive role.
<u>ENQUIRIES</u>	:	In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.
<u>POST 11/63</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 021/2017</u> Unit: Logistics & Contract Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 - R331 497. per annum (Level 8) plus benefits Pretoria A 3-year tertiary qualification (NQF 6) in Logistics/Purchasing/ Supply Chain Management or equivalent with at least 4 years relevant experience of which 2 years must be in SCM and 2 years at supervisory level. Must have knowledge of SCM procedures and policies, LOGIS, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of

Microsoft Office suite applications is essential. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure. A valid driver's license is a requirement.

DUTIES

: The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails provisioning of assets maintenance in the department: Repairs of assets ensured where necessary; Updating of asset register and the recording and barcoding of new assets ensured; Disposal of assets properly administrated; Asset verification accurately done annually and regular reporting on assets on time. Provisioning of fleet management services in the department: General maintenance of lease and departmental vehicles, as well as high level vehicles ensured; Up-keeping and general management of the entire fleet provided; Hiring of vehicles when needed (e.g. when ministerial vehicles are in for services) and regular reporting on financial matters/ implications regarding the fleet on time. The provisioning of mobile accounts management for the department: Proper maintenance of cell phone records ensured; Support provided with the process of payment of mobile accounts and monitoring of usage effectively administered and supervision of staff: The allocating and checking of work; The authorising of work (quality control and sign off); Formal disciplinary authority and performance Management and Development.

ENQUIRIES

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

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

CLOSING DATE : 03 April 2018 at 16:00
NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applications must be submitted by clicking on the link to apply for the post above. <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 11/64 : **DIRECTOR: INFORMATION TECHNOLOGY AUDIT (REF NO: 3/2/1/2018/088)**
 Chief Directorate: Internal Audit

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria
REQUIREMENTS : A relevant degree or equivalent qualification (BCom IT; BSc IT/IS) and CISA (Certified Information Systems Auditor) (NQF level 7). A post graduate qualification in the specialist audit field and CISM/CRISC/CGEIT will be an advantage. 10-14 years credible and applicable experience (financial management, technical information technology operations, auditing), of which at least 9 years should be in the Information Technology audit field. 5 years management experience. Membership of the Information Systems Audit and Control Association is recommended. Knowledge of The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures, and IT Frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Written and verbal communication skills. Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills

DUTIES : Establish/improve, develop and functionally manage the Information Technology audit directorate on an on-going basis in line with the Chief Directorate's Methodologies, Procedures and Information Technology objectives. Compile and oversee the compilation of the 3-year strategic rolling and annual Information Technology audit plans for approval by the Chief Audit Executive by December annually. Co-ordinate with other internal and external assurance providers to ensure proper coverage to minimise duplication of effort. Oversee the execution of the annual Information Technology audit plan projects according to the deliverables and timelines defined in the approved Information Technology audit projects' planning memorandums. Manage outsourced and co-sourced Information Technology audit projects according to the deliverables and timelines defined in the approved SLA, project plans and audit projects' planning memorandums. Report on the progress and deliverables of the Information Technology annual audit plan monthly to the Chief Audit Executive and prepare the directorate's quarterly progress report for the audit committee. Oversee the implementation of management action plans on all Information Technology audit reports by performing quarterly progress follow-up and oversee the execution of follow-up audits on all Information Technology audit projects within 1-2 years after completion of the

audit project. Implement, monitor and report on the Directorate's Quality Assurance Improvement Program (QAIP). Manage the Information Technology audit directorate on an on-going basis in line with the Departmental prescripts.

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

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 11/65 : **SENIOR EXAMINER (REF NO: 3/2/1/2018/090)**
Office of the Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of Project Management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development skills.

DUTIES : Prepare for second level examination. Collect, count deeds and sign distribution list. Put examiner's name on the deeds. Ensure that first level examination duties have been performed legal compliances. Initiate correct measures where necessary. Perform second level examination of deeds and documents as required. Examine the drafting and correctness of deeds and documents. Advise conveyancers about non-compliance with practice procedures and legislations. Determine the registrability of the deeds and documents. Pass or reject deeds. Research and advice on deeds registration matters. Return deeds to distribution for monitoring purposes. Count the deeds. Prepare deeds for submission to distribution. Submit the deeds.

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

NOTE : Preference would be given to African, Coloured and Indian Males, and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

POST 11/66 : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/085)**
Office of the Valuer- General

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills.

<u>DUTIES</u>	:	Ability to take initiative and work independently. Ability to maintain confidentiality Render the administration, secretarial and support services to the Chief Director. Receive & screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that OFTAR's and DOTR's for Chief Director are completed and approved. Compile and submit S&T s and SMS claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (Workshops, Shortlistings, Interviews, Monthly Management and Staff meetings). Circulation of invitations for Chief Director meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type /draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-Players. Use a tape recorder to recordings minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Chief Director and track the implementation thereof.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Preference would be given to African, Coloured, Indian, White Males, and Coloured, Indian, and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 11/67</u>	:	<u>RECEPTIONIST/TELECOM OPERATOR (REF NO: 3/2/1/2018/087)</u> Office of the Surveyor General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) Free State (Bloemfontein) Grade 12 Certificate with 1 year relevant experience. Computer literacy (MS Word, PowerPoint, Excel etc). Telephone etiquette. Communication skills (verbal and written). Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Good grooming and presentation Ability to work independently.
<u>DUTIES</u>	:	Receiving and directing clients to the relevant officials. Direct enquiries to relevant officials for further assistance. Direct calls within office to ensure effective service delivery. Answer the telephone call within three rings. Manage and maintain the reception area and switchboard (fax machine, printer). Ensure that reception area is neat, tidy and welcoming. Report faulty telephone lines and other equipment to relevant officials and service providers. Update telephone directories for the officials and arrange pin codes for staff. Add new users and remove inactive users in the internal directory. Documents management. Record all official documents incoming and outgoing.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 11/68</u>	:	<u>DEEDS REGISTRATION CLERK (REF NO: 3/2/1/2018/086)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R107 886 per annum (Level 3)

- CENTRE REQUIREMENTS** : Kimberley
 : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filing) is essential. Proficiency in English. Computer literacy skills. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. *Liaison skills. Ability to work well under pressure.
- DUTIES** : Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts, plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>
- NOTE** : Preference would be given to Indian, White Males, and African, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

<u>APPLICATIONS</u>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
<u>FOR ATTENTION</u>	:	Mr K Futhane
<u>CLOSING DATE</u>	:	03 April 2018
<u>NOTE</u>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

<u>POST 11/69</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management or an equivalent on NQF 6. A minimum of five (5) years' experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; Financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.
<u>ENQUIRIES</u>	:	Mr K Futhane 012 300 5995

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Ms. N Mchabasa, Tel. (051) 405 4274
- CLOSING DATE** : 23 March 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

- POST 11/70** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: FSPT 004/18**
- SALARY** : An all-inclusive package of R779 295. per annum (Level 12). (The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance).
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in the field of Accounting/ Finance/Economics/ Public Finance with a minimum of six years experience in a budgeting or financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license.
- DUTIES** : Prepare and recommend the appropriation of a credible main budget to provincial departments in line with government priorities. Prepare and recommend the appropriation of adjustment budget funds to provincial departments in line with government priorities. Evaluate reports on the alignment of departmental budgets to strategic and annual performance plans. Provide inputs on Provincial budget allocations for the Medium Term Budget Policy Statement. Evaluate and assess quarterly reports on progress made in

		terms of funded priorities. Risk management. Manage the human resource of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr. PS Mngoma: (051) 405 4377
<u>POST 11/71</u>	:	<u>ASSISTANT DIRECTOR: REVENUE ADMINISTRATION AND MANAGEMENT REF NO: FSPT: 005/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A three year degree/diploma in Public Finance/ Accounting/ Economics or equivalent qualification with three years' experience in a financial management environment of which some experience should have been in financial reporting in the Public Sector. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA), Economic policy environment and other relevant government prescripts. Knowledge of research methodology. Good communication, report writing, analytical and presentation skills. Computer literate. A valid driver's license.
<u>DUTIES</u>	:	Analyze and monitor the implementation of the Revenue Policy to ensure compliance in the Province. Determine and analyze revenue budget inputs in order to maximize Provincial own revenue and set a credible base. Monitor the administration of revenue processes to enhance revenue in the Province. Exploit all revenue sources and revenue tariffs in order to maximize Provincial own revenue. Monitor the Revenue Enhancement Allocation (REA) for the provincial departments. Monitor the implementation of provincial outstanding revenue debt. Manage the human resources and allocated assets within the Division.
<u>ENQUIRIES</u>	:	Mr. LD Lebone: (051) 405 5456
<u>POST 11/72</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: FSPT: 006/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R 334 545. per annum (Level 9) Bloemfontein A three year degree/diploma in Internal Audit or equivalent qualification with three years' experience in an internal audit / financial management environment. Knowledge of International Internal Audit Standards, Public Finance Management Act (PFMA), Treasury Regulations and internal audit standard procedures and techniques. Good communication, report writing, analytical and presentation skills. Computer literate.
<u>DUTIES</u>	:	Analyze and evaluate control systems to improve the effectiveness of risk management and internal control processes in order to enable the Department to achieve its objectives. Analyze and evaluate the effectiveness of governance processes to ensure sound business processes. Provide inputs on the adequacy and the effectiveness of systems and controls evaluated.
<u>ENQUIRIES</u>	:	Mr. MM Segalo: (051) 405 5456
<u>POST 11/73</u>	:	<u>ASSISTANT DIRECTOR: EXTERNAL COMMUNICATION REF NO: FSPT: 007/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A three year degree/diploma in Communication/ Journalism/ Media Studies/ Marketing or equivalent qualification with three years' experience in a communication environment. Knowledge of Government communication policies and strategies, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Communication Act and Public Service Regulations. Good communication, report writing and presentation skills. Computer literate. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the Departmental publications in order to ensure effective communication. Coordinate and facilitate Departmental press releases and other media related matters. Coordinate Departmental events in order to promote the image of the department. Build, manage and maintain key strategic relationships with media houses and key stakeholders. Supervise the sub-ordinates within the Division.

<u>ENQUIRIES</u>	:	Mr. TWM Mokokoane: (051) 405 4643
<u>POST 11/74</u>	:	<u>ASSISTANT DIRECTOR: PROCUREMENT CAPACITY BUILDING REF NO: FSPT 008/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A relevant degree/diploma in Commerce; Financial Management/Accounting/Public Administration or equivalent qualification with a minimum of three years' experience in a supply chain management environment. Knowledge of the Public Finance Management Act (PFMA), legislative framework for supply chain management, Public Service Regulations and government policies. Computer literacy.
<u>DUTIES</u>	:	Monitor supply chain management elements namely demand, acquisition, logistics, disposal and supply chain performance within the Free State Provincial Government Departments and schedule 3A and 3C public entities. Assess and report on the economic impact of public procurement on the provincial economy. Guide departments on mechanisms to ensure SMME's participation in the mainstream government procurement. Coordinate forums/training in the province to improve capacity in departments. Guide and assist departments and public entities on developing annual procurement plans in order to achieve 70% procurement spent. Compile and develop reports on supply chain management within the province. Supervise personnel and manage allocated office equipment/assets.
<u>ENQUIRIES</u>	:	Mr. T Mabilo: (051) 403 3098
<u>POST 11/75</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL BUDGETS (THABO MOFUTSANYANA DISTRICT) REF NO: FSPT 009/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R334 545. per annum (Level 9) Bloemfontein A Bachelor's degree or diploma in Accounting or Financial Accounting qualification with a minimum of five years' experience in a budgeting and/or financial management environment. Knowledge of the Economics, budgeting and financial analysis, Municipal Finance Management Act, Municipal Budgets and Reporting Regulations, Treasury Regulations, Municipal Property Rates Act and MFMA circulars. A valid driver's license.
<u>DUTIES</u>	:	Monitor and provide support to municipalities during the budget preparation process to improve credibility of municipal budgets. Evaluate and report on budget implementation to improve sound financial management. Monitor and support municipalities on intergovernmental debt relating to municipal rates and services. Monitor municipal indigent register to verify that government employees are not included in the register. Support intergovernmental relations processes related to municipal finances. Manage the assets in the Division. Extensive travelling to provide technical support to municipalities.
<u>ENQUIRIES</u>	:	Mr. SW Bhembe: (051) 405 4186
<u>POST 11/76</u>	:	<u>PROCUREMENT PRACTITIONER REF NO: FSPT: 010/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	A basic salary of R226 611. per annum (Level 7) Bloemfontein A relevant degree/diploma in Commerce; Financial Management/Accounting/Public Administration or equivalent qualification with a minimum of two years' experience in a supply chain management environment. Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy and Regulations, Broad Based Black Economic Empowerment Act, Public Service Regulations, Treasury Regulations and Instruction Notes. Computer literacy.
<u>DUTIES</u>	:	Render a client support service with regard to the central supplier database (CSD). Monitor the capturing of data by departments/entities on the suppliers information systems of National Treasury contract registration application (CRA). Perform Chief User Clerk functions.
<u>ENQUIRIES</u>	:	Mr. T Mabilo: (051) 405 4175

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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 FOR ATTENTION : Applications must be submitted on a duly online completed Z83 form
CLOSING DATE : Human Capital management
 : 03 April 2018
NOTE : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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.

OTHER POSTS

POST 11/77 : **ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING COORDINATION – REFS/ 002735**
 Directorate: Integrated Development Planning Coordination

SALARY CENTRE : R334 545. (plus benefits)
 : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Development Planning or relevant qualification, coupled with 3 years' experience in development planning or IDP work environment. Competencies: ability to lead staff and provide directions and guidance in order to deliver on a mandate; ability to utilise all resources that will ensure efficiency and effectiveness in delivering outputs; systematically identify, analyse and resolve problems in a timeous manner; research skills; facilitation and presentation skills; assertiveness; computer skills; conflict resolution skills; interpersonal relations; networking skills; negotiation skills; team work; work independently; planning and organisational skills; project management. A valid driver's licence.

DUTIES : Ensure close interaction with IDP coordinators (through the TSC); Collate and disseminate all GPG strategic plans and their programmes of actions to municipalities; Through the TSC, provide strategic support into IDP preparation, integration, alignment and review processes in the region; Coordinate, facilitate and provide support with regards to integration and alignment of IDPs; Facilitate sector departments involvement in the preparation and integration of Municipal ID's; Monitor the process of IDP preparation, review, integration and alignment with the Provincial and National Development Strategies, Policies and Programmes; Monitor progress regarding work done by the TSC on the IDP preparations; Attend monthly departmental IGR Technical Meetings; Ensure that all draft IDPs are disseminated to all TSC members within 30 days of final IDP Submission (by 31st March), in terms of the Municipal Systems Act (MSA); Communicate the MEC comments to relevant stakeholder and facilitate the drafting of the Departmental Plans of Action as an input into the IDP review process; Lead and facilitate sector participation in the IDP process; Comments to this effect must be made available to aid in aligning IDPs with Provincial strategies as well as horizontal alignment between IDP's of municipalities in the region; Collate, disseminate and package all GPG technical comments regarding draft IDP's to municipalities; Assist and disseminate initial drafts of MEC comments to TSC for input; Consult Technical Steering Committee (TSC) and other stakeholders regarding the commenting process of municipal IDP; Facilitate TSC working sessions and discussions on CAPEX; Participate in the collation of and the dissemination of Provincial consolidated inputs by Jan

each year; Submit monthly reports on 1st working day of every month; Submit Quarterly reports on first working day of every term; Attend monthly Unit meetings week and report on the work done as well as the plan for the week; Provide written reports on all IDP related sessions, conferences and workshops attended within 5 days of attendance.

ENQUIRIES : Andy/ Caiphus, Tel (011) 355 4227/4654

POST 11/78 : **SENIOR STATE ACCOUNTANT: BUDGET CONTROL – REFS/ 002770**
Directorate: Financial Management Accounting

SALARY : R281 418. (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Financial Management or relevant qualification, coupled with 2-3 years' experience within the budget control environment in the Public Sector. Competencies: Attention to detail, Creativity, Financially disciplined, Numerically oriented individual, Analytical skills, Budgeting skills, Financial Management skills, Numerical skills, Communication skills, Problem solving skills, Conflict management skills, Interpersonal skills, Planning and organizing skills, Leadership skills, Coordination skills, Facilitation skills, Knowledge and understanding of legislative, policy and institutional framework governing budget management systems, procedures and processes in the Public Service.

DUTIES : Compile section 40 cash flow projections on the prescribed template by due date to Assistant Director; Align Section 40 projections according to the approved EPRE; Compile and submit the accurate audit committee reports as per the set deadline to Assistant Director; Compile a complete and accurate appropriation statement on a quarterly basis as input for preparation of Annual/Interim Financial Statements; Ensure that the expenditure is within the budget and aligned with the Standard Charts of Accounts (SCoA) codification; Compile and submit credible in-year-monitoring report for checking to Assistant Director; Compile monthly revenue report; Prepare cash-flow management reports; Compile the expenditure report for programme managers on a weekly basis; Compile accurate spreadsheet for shifts and virement; Compile annual and adjustment estimate budget in line with Provincial Treasury guidelines; Compile budget capturing spreadsheet workings as per business units' input; Capture accurate budget on BAS in line with workings prepared and EPRE; Manage staff performance, development and training; leave plan; Coordinate directorates audit queries; Ensure adherence to PFMA and Treasury Regulations.

ENQUIRIES : Andy/ Caiphus, Tel (011) 355 4227/4654

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 : 06 April 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).

MANAGEMENT ECHELON

- POST 11/79** : **CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A (2 POSTS) REF NO: HO2018/03/01**
Directorate: Infrastructure Delivery
- SALARY** : R935 152. per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : Degree in Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Civil/Structural Engineer] Six years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare and update the Infrastructure Programme Management Plan. Manage infrastructure programmes, projects and contracts. Prepare tender documentation and manage technical evaluations. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Prepare strategic briefs. Validate Concept & Design Reports. Conduct project evaluations. Manage performance and risks associated with infrastructure programmes, projects and contracts. Manage Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations. Manage people.
- ENQUIRIES** : Ms. W Radzilani Tel No: 011 843 6540

OTHER POSTS

- POST 11/80** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (CIVIL/ STRUCTURAL ENGINEERING) REF NO: O2018/03/02**
Directorate: Infrastructure Delivery Management
- SALARY** : R779 295. per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual's needs. The successful candidate will be required to undergo competency assessment, security clearance.
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : Degree or Equivalent in Civil/Structural Engineering. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : 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. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. 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]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.
- ENQUIRIES** : Ms. W Radzilani Tel 011 843 6540
- POST 11/81** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (ARCHITECTURAL) REF NO: HO2018/03/03**
Directorate: Infrastructure Delivery Management
- SALARY** : R779 295. per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual's needs. The successful candidate will be required to undergo competency assessment, security clearance.
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : Degree or Equivalent in Architectural Studies. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : 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. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations

ENQUIRIES : Ms. W Radzilani Tel No: 011 843 6540

POST 11/82 : **CONTROL WORKS INSPECTOR REF NO: HO2018/03/04 (2 POSTS)**
Directorate: Maintenance

SALARY : R417 552. per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : National Diploma in Building or N3 with passed Trade Test. Other requirements: Six Years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Manage District inputs for infrastructure planning. Manage implementation of all maintenance projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage preparation of tender documentation. Manage payments against budgets. Provide inputs to the preparation of the maintenance policy, strategy, plan and budget. Manage people and finances.

ENQUIRIES : Ms. W Radzilani Tel No: 011 843 6540

POST 11/83 : **WORKS INSPECTOR (3 POSTS)**
Directorate: Maintenance

SALARY : R183 558. per annum (Plus Benefits)
CENTRE : Johannesburg East District Ref No: HO2018/03/05
Sedibeng East District Ref No: HO2018/03/06
Gauteng East District: Ref No: HO2018/03/07

REQUIREMENTS : National Diploma in Building or Electrical or N3 with passed Trade Test. One years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Ms. W Radzilani Tel No: 011 843 6540

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 06 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.

OTHER POST

<u>POST 11/84</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT SERVICES (REFS/002763)</u>
<u>SALARY</u>	:	R657 558. per annum (All inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus appropriate Degree (NQF 7) qualification in Business/Public Administration/Business Management or equivalent. Minimum of 3 – 6 years relevant experience of which 3 years will be at Junior Management level. Competency: Analytical Capacity, Leadership, People Management. Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions; Team leadership; Creativity, Conflict Resolution; decision making; Negotiation skills; communication skills (written & spoken)
<u>DUTIES</u>	:	To provide intergovernmental relations and Administrative support to the Office of the HOD. Ensuring that all queries and question are responded to by responsible managers and are reviewed before submitted to the HOD. File copies of every document that are submitted or received by Head of Department. Maintain and enhance the image of the Executive Support Services by providing professional, cordial and efficient verbal and written communication .Analyse all written communication, correspondence and documents addressed to the Office of the HOD and prepare written critique and comment for the Director. Perform any task as required by the Director and the Office of the HOD. Develop and manage risk and audit mitigation strategies for the sub-directorate. Prepare documentations and reports for submission to all intergovernmental structures and committees. Provide reports on the implementation of the decisions of external meetings in National, Provincial and Local sphere. Coordinate, analyze and consolidate all reports from the different branches in the Department for submission to stakeholders on due date. Prepare operating manuals and other documentation formats in relation to reports, memoranda, technical documents and statistical charts.
<u>ENQUIRIES</u>	:	Mr. S Ragwala (011) 355- 4820

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
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OTHER POSTS

<u>POST 11/85</u>	:	<u>SOCIAL WORK POLICY MANAGER SOCIAL PROBATION SERVICES AND SUBSTANCE ABUSE REF NO: SD/2018/03/03</u>
<u>SALARY</u>	:	R712 827 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	Degree in Social Work. A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the South African Council for Social Services Professional of which 5 years must be appropriate management experience at a level of Social Work Policy Developer or Supervisor. Knowledge and understanding of legislative, policy and institutional framework governing probation services, child justice, criminal justice system and social crime prevention in the social welfare sector as well as the departmental priorities, commitments, policies, processes and procedures pertaining to child and restorative justice. A valid driver's license. Proof of Registration with SACCSPP. Skills: Good strategic planning and capability. Sound financial management, project and program management, monitoring and evaluation, report writing, verbal and writing communication skills
<u>DUTIES</u>	:	Manage development of provincial guidelines and standards operating procedures that guide delivery of services for children and adults in conflicts with the law and probation services. Provide strategic leadership in sub-directorate and manage implementation of social crime awareness and prevention programmes and training and capacity building programmes. Manage quality assurance processes, including monitoring of funded NPO's providing social crime prevention and diversion programme as well as programme performance reporting process. Maintain database of NPO's providing diversion and social crime prevention programmes. Provide supervision to Social Work Policy Developers. Perform administrative functions required in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg- or posted to - Private Bag X35, Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Mr Z Jaca
<u>CLOSING DATE</u>	:	03 April 2018
<u>POST 11/86</u>	:	<u>ASSISTANT OFFICE MANAGER (OFFICE OF THE DEPUTY DIRECTOR-GENERAL SUPPORT SERVICES) REF NO: SD/2018/03/04</u>
<u>SALARY</u>	:	R334 545 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor Degree or a three year relevant tertiary qualification, 3-5 years' experience, relevant, in office administration environment. A valid driver's license (attach). Skills and Competencies: Knowledge and understanding of public service policies and procedures. Good understanding and knowledge of Provincial and National government functions and protocol. Extensive knowledge of MS Word, Excel and Power Point. Excellent Project Management skills, Good verbal and written communication skills, problem solving skills. Personal attributes relevant to this position includes innovation and creativity, as well as the ability to work under pressure. Ability to communicate with all levels of management. Knowledge of filing system in both electronic and physical filing.
<u>DUTIES</u>	:	Execute research, analyse information and compile complex documents for the DDG. MPAT- actively coordinate MPAT submissions, member of Technical Steercom on MPAT. Follow-up and compile reports of a transversal nature for the DDG. Track meeting of deadlines and submissions on behalf of the DDG. Record minutes/ resolutions and communicate/ disseminate to relevant role players and prepare briefing notes as well as other documentation. Coordinate legislature enquiries and high level meetings including overseeing the logistics & transport. Manage financial and human resource of the Office.
<u>ENQUIRIES</u>	:	Mr H Pillay Tel: 011 227 0067
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Mr H Pillay
<u>CLOSING DATE</u>	:	03 April 2018

POST 11/87 : **ASSISTANT DIRECTOR AUXILIARY SERVICES REF NO: SD/2018/03/05**

SALARY : R334 545 per annum (plus benefits)

CENTRE : Emmasdal Child and Youth Care Centre

REQUIREMENTS : A Three year National Diploma/Degree in Public Administration/Human Resource Management /Finance Management and Supply Chain Management with 3-5 years' experience in Auxiliary Support Services in the public service and 3 years Supervisory experience. Knowledge and understanding of legislation, policies, processes and procedures governing Human Resources/Financial Management/Supply Chain/ Facilities Management and Occupational Health and Safety Practices. A valid driver's license. Skills and Competencies: Good Communication, Project and programme management skills, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the legislations and policy frame work.

DUTIES : Manage HRM, finance and supply chain. Oversee general administration support functions including outsourced services, food service and switchboard service. Oversee fleet management functions. Manage infrastructure upgrading and maintenance functions. Prepare institutions budget. Develop operational plan for the unit and manage staff performance.

ENQUIRIES : Ms R Human (016)340 1056

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Emmasdal CYCC, Plot 390 Vaal Dam Road Heidelberg near Ratanda.

FOR ATTENTION : Ms R Human

CLOSING DATE : 03 April 2018

POST 11/88 : **OCCUPATIONAL THERAPIST REF NO: SD/2018/03/06**

SALARY : R281 148 per annum (within the OSD Framework)

CENTRE : Dr Fabian and Florence Ribeiro Treatment Centre

REQUIREMENTS : Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Proof of current registration with Health Professions Council of South Africa (HPCSA). Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative. Problem identification, therapy design and intervention, rehabilitation, monitoring, assessment and reporting skills. Ability to perceive physiological dysfunction, creativity, sensitivity and sharp sense of consideration

DUTIES : Conduct occupational therapy assessments. Record individual assessment reports. Maintain assessments reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address development and learning. Evaluate Occupational Therapy programmes. Participate in the Multi-Disciplinary Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.

ENQUIRIES : Mr Z Jaca Tel: (011) 355 7678

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg – or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION : Mr Z Jaca

CLOSING DATE : 03 April 2018

POST 11/89 : **PROFESSIONAL NURSE (GENERAL) (5 POSTS)**
 Ref No: SD/2018/03/07- JW Luckhoff Child and Youth Care Centre
 Ref No: SD/2018/03/08-Emmasdal Child and Youth Care Centre

SALARY CENTRE : R226 083- R 431 262 per annum (within the OSD Framework)
 : JW Luckhoff Child and Youth Care Centre x2 Posts
 : Emmasdal Child and Youth Care Centre x3 Posts

REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

DUTIES : Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters

ENQUIRIES : Ms J Fouche (010) 344 1280- JW Luckhoff CYCC
 : Ms T Chauke (016) 340 1056- Emmasdal CYCC

CLOSING DATE : 03 April 2018

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg - JW Luckhoff CYCC, (Ms J Fouche (010) 344 1280)
 R23 Old Heidelberg Road, Heidelberg, Emmasdal CYCC, Plot 390 Vaal Dam Road Heidelberg near Ratanda;(Ms T Chauke (016) 340 1056)

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Applications must be posted to: The Director-General, Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201.
- FOR THE ATTENTION** : Ms M.J. Khumalo, Tel. (033) 328 1777.
- CLOSING DATE** : 23 March 2018
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, candidates will be required to attend a generic managerial competency assessment as prescribed by the DPSSA. This appointment is subject to the signing of an employment contract with the Premier not exceeding five (5) years and an annual performance agreement with the MEC responsible for Health in KwaZulu-Natal within three months of the date of appointment. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the prescribed regulations. Directions to Applicants: Applications must be submitted on the prescribed Z83 application form, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications (not copies of certified copies), RSA ID document and valid driver's licence as well as proof of registration (if applicable). Failure to attach the requested documentation will result in the application not being considered. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late, faxed or e-mailed applications will be accepted. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The Department of Health reserves the right not to make an appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. The Department of Health is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Candidates whose appointment will promote representivity will be given preference
- ERRATUM:** kindly note that the post of Assistant Manager Nursing (PHC) Ref No: STC02/2018 for St Chads CHC published in vacancy circular 09 dated 02 March 2018 has been withdrawn.

MANAGEMENT ECHELON

- POST 11/90** : **HEAD OF DEPARTMENT: KZN DEPARTMENT OF HEALTH**
Please note that this is a re-advertisement and applicants who previously applied need not re-apply
- SALARY** : Inclusive remuneration package: R1 782 687 per annum plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs.
- CENTRE** : Head Office - Pietermaritzburg.
- REQUIREMENTS** : A relevant undergraduate qualification (NQF Level 7) and a relevant postgraduate qualification (NQF Level 8) in any of the Health related fields and/or Management as recognised by SAQA. 8-10 years senior management experience in the health sector or health related field, 3 of which must have been with an organ of state as defined by the Constitution. A valid, unendorsed Code EB driver's licence. Applicants must have the following knowledge, skills, training, experience and competencies: Significant managerial capability and

experience in providing strategic leadership and direction in the sector. Ability to provide technical advice on health service delivery to the executive level of government. Knowledge and understanding of the following: International, National and Provincial health service delivery imperatives and trends. The role of health services within the Province and South Africa. Developmental agenda of the Provincial Government. Development of relevant policies and strategies. Administration of policy. Health legislation and the mandate of the Department/Province. PFMA and Treasury Regulations. Strong leadership ability in strengthening inter-sectoral collaboration to support the realisation of provincial priorities and ensure the determinants of health are adequately addressed. Excellent communication and presentation skills. Ability to work well under pressure. Skilled in the art of facilitation and able to cultivate good stakeholder relationships. Advanced financial management capabilities. A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents. Experience in providing strategic leadership. Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority. Ensure integrated risk management and the implementation of Minimum Information Security Standards.

DUTIES

: To support the MEC for Health on all matters pertaining to health in the Province. Provide strategic leadership to the Department. Improve health outcomes in line with goals, strategies and objectives. Strengthen management of strategic health programmes. Establish and manage strategic partnerships with relevant stakeholders. Improve access to health care through an effective and efficient Emergency Medical Service. Improve the quality of health services through access to regional, specialised, tertiary and central health care services. Ensure appropriate physical infrastructure for the provision of quality health service delivery. Provide advice to the MEC for Health on the Department's performance, operations and the realisation of the strategic plan for the Department as contained in the performance agreement. Provide effective and efficient administrative systems. Provide advice and support services to the MEC in line with the relevant legislation. Promote regional integration and the principles of holistic integrated development planning, cooperative governance, economics and efficiency in both rural and urban communities in the Province and with other national and international partners within the Health Sector. Facilitate effective community participation in governance, lifestyle, preventative, rehabilitative and curative care programmes in the Province. Ensure appropriate processes, structures and policies in relation to the mandate of the Department. Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer. Establish and maintain well-functioning corporate communication, management and health information systems to adequately support research, planning, monitoring and evaluation processes at various levels. Represent the Department on Provincial, National and International platforms. Ensure the establishment of relevant boards, structures and policies to facilitate the management of health services in line with the vision and mission of the Department.

ENQUIRIES

: Dr Nonhlanhla O. Mkhize, Director-General, Tel. 033 341 3383.

OTHER POSTS

POST 11/91

: **MEDICAL OFFICER REF NO: MO O&G/1/2018 (4 POSTS)**
Department: Obstetrics and Gynaecology

SALARY

: **Grade 1:** Medical Officer – R736 4254 per annum (All inclusive Salary Package) excluding Commuted Overtime. Experience: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Medical Officer – R842 028 per annum (All inclusive Salary Package) excluding Commuted overtime. Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant

experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 3: Medical Officer – R977 199 per annum (All inclusive Salary Package) excluding commuted Overtime. Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma in Obstetrics or clinical experience in O+G will be an advantage. Knowledge, skills, training and competencies required Sound Knowledge of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Willingness to rotate in all sub-disciplines in O+G. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.
- DUTIES** : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.
- ENQUIRIES APPLICATIONS** : Prof. M Sebitloane Tel No: 031-2604390
: 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. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 06 April 2018
- POST 11/92** : **OPERATIONAL MANAGER NURSING – GENERAL STREAM. REF NO: NDH 07/2018**
Cluster: Nursing Department
- SALARY** : R394 665. – R457 527. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital – Siphuthando Stepdown Facility: Pietermaritzburg
: Senior certificate/matric, Degree / Diploma in General Nursing and Midwifery, Registration Certificate with South Africa Nursing Council as a Professional Nurse and midwife. Current Registration with SANC as general nurse. A minimum of 07 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and Midwife, with the SANC, NB:

Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management Recommendation - Computer Literacy. Three (3) years of the period referred to above, must be appropriate / recognizable experience as a supervisor. Valid code EB driver's license. Knowledge, skills, training and competencies required: Financial Management. Leadership, organizational, decision making and problem solving. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct. Human resources Management and labour relations act. Good communication skills

DUTIES

: Key performance areas: - To ensure smooth-running of, qualitative service delivery by the departments/ward, according to state legislature, ethics and key result / performance activities/areas. To ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner that is compliant to professional and ethical practice by the above mentioned units/departments. Manage and monitor proper utilization of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Develop and monitor implementation of EPMDS. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plans and evaluation thereof. Maintain constructive working relationship with nursing and other stake holders i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the implementation of DOH initiative's e.g. National Core Standards. Ensure accurate timeous collection and analysis of data for planning and improving service delivery. Demonstrate basic computer literacy as a tool to enhance service delivery. Compile and submit reports timeously. Monitor performance of contractors and report to Mother institution.

ENQUIRIES

: Mrs J Webster Tel No: 033 387 9010

APPLICATIONS

: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION

: Mrs. J Webster

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African male.

CLOSING DATE

: 29 March 2018

<u>POST 11/93</u>	:	<u>PROFESSIONAL NURSE: SPECIALITY NURSING STREAM REF NO.: PN (SPEC NURS) /1/2018 (4 POSTS)</u>
<u>SALARY</u>	:	<p>Professional Nurse Grade 1: R340 431 per annum. Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required</p> <p>Professional Nurse Grade 2: R418 701 per annum. Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Other benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional:</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Inkosi Albert Luthuli Central Hospital</p> <p>Degree Diploma in General Nursing + Diploma in Midwifery and 1 year post basic qualification in the relevant speciality. Critical Care X2, DOTT x 1, Midwifery and Neonatology x1. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Knowledge, skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care</p>
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mrs NO Mkhize (031) 240 1063</p> <p>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.</p>
<u>NOTE</u>	:	<p>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.</p>
<u>CLOSING DATE</u>	:	06 April 2018

<u>POST 11/94</u>	:	<p><u>CLINICAL TECHNOLOGIST REF NO: CLINICAL TECHNOLOGIST/1/2018 (CARDIOLOGY X1 POST)</u></p> <p>Department: Cardiology</p>
<u>SALARY</u>	:	<p>GRADE 1: R281 148 per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements. Experience: None after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa</p> <p>GRADE 2: R331 179 per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements Experience: Minimum of 10 years relevant experience after registration with The Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa</p> <p>GRADE 3: R390 123per annum Plus 13th Cheque, Medical Aid – Optional and Homeowner’s Allowance Employee must meet prescribed requirements Experience: Minimum 20 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Inkosi Albert Luthuli Central Hospital</p> <p>National Diploma in Clinical Technology. Current registration with the Health Professions Council of South Africa as a Clinical Technologist. Experience in echocardiography would be added advantage. Knowledge, skills, training and competencies: Sound knowledge of Echocardiographic procedures and ultrasound equipment will be an advantage. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills. Computer literacy</p>
<u>DUTIES</u>	:	<p>Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of service including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties as per schedule.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Prof D.P.Naidoo, Tel No: 031 2402207</p> <p>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.</p>
<u>NOTE</u>	:	<p>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of</p>

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** : 06 April 2018
- POST 11/95** : **PROFESSIONAL NURSE: GENERAL NURSING STREAM REF NO: PN (GEN NUR)/1/2018 (4 POSTS)**
- SALARY** : **Professional Nurse Grade 1:** R226 083 per annum. Experience: No experience required
Professional Nurse Grade 2: R278 052 per annum. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required.
Professional Nurse Grade 3: R340 431 per annum. Experience: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required. Other benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Degree / Diploma in General Nursing. Current registration with SANC as General Nurse. Knowledge, Skills, training and competencies required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff will be exercised according to patient's needs. Act as shift leader in Unit (when necessary)
- ENQUIRIES APPLICATIONS** : Mrs NO Mkhize (031) 240 1063
: 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. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 06 April 2018

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 03 April 2018
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

MANAGEMENT ECHELON

- POST 11/96** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF. NO. P 14/2018)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are required to re-apply.
- SALARY** : R948 174 per annum (all Inclusive, flexible remuneration package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in Finance / SCM / Legal / Policy (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and

organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.

DUTIES

: Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Departmental SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.

ENQUIRIES
FOR ATTENTION
NOTE

: Mr W Evans: 033 – 355 8008
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre,
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services.
<u>CLOSING DATE</u>	:	06 April 2018
<u>NOTE</u>	:	Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

<u>POST 11/97</u>	:	<u>HEAD LIBRARIAN (REF NO: 2018/CATA01/NW) (1 POST)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY</u>	:	R281 418 plus 37% in lieu of benefits per annum. Level: 8
<u>CENTRE</u>	:	DR Ruth Segomotsi Mompoti District: Kagisano Molopo
<u>REQUIREMENTS</u>	:	Degree or postgraduate diploma in library and information studies. Minimum of three years experience in community libraries. Valid driver's license. Good communication skills. Supervisory skills. Computer skills
<u>DUTIES</u>	:	Manage library operations, collections, facilities and programmes within the library services in the municipality. Coordinate planning and implantation of reading awareness and library promotion programmes. Manage budget and expenditure of funds allocated for library function which will include transfer payments to the municipality. Participate in and support library forums and stakeholder meetings. Supervise and manage staff in community libraries within the local municipality.
<u>ENQUIRIES</u>	:	Mr J Govendor tel. (053) 927 1190
<u>NOTE</u>	:	These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.

<u>POST 11/98</u>	:	<u>LIBRARY SYSTEMS TECHNICIAN (REF NO: 2018/CATA02/NW) (1 POST)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% in lieu of benefits per annum. Level: 7 DR Ruth Segomotsi Mompoti District Library Matric, A+, N+ or equivalent qualification and a valid (Code B) driver's licence. 3 year qualification in Information Technology will be an added advantage. Problem-solving, interpersonal and communication skills. Relevant experience and knowledge of networks and or public library environment will be an added advantage.
<u>DUTIES</u>	:	Install and maintain computer equipment in the district and community libraries. Provide IT and SLIMS powered by Brocode support in the district and community libraries. Provide basic computer literacy and troubleshooting skills to library staff in community libraries. Facilitate connection of libraries including public Internet Access. Facilitate new user accounts for staff in the districts and community libraries. Facilitate creation of new user accounts for staff in the districts and community libraries. Manage hardware, software and other ICT Assets in the district.
<u>ENQUIRIES NOTE</u>	:	Mr L Segone (018) 3883962 These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.
<u>POSTS 11/99</u>	:	<u>LIBRARIAN COMMUNITY LIBRARIES (4 POSTS)</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% in lieu of benefits per annum Level: 7 Mahikeng Community Library X 1 (Ref No: 2018/CATA03 (A)/NW) Danville Community Library (Mahikeng) X 1 (Ref No: 2018/CATA03 (B)/NW) Lethabong Community Library (Madibeng) X1 (Ref No: 2018/CATA03(C)/NW) Bloemhof Community Library (Lekwa Teemane) X1 (Ref No: 2018/CATA03 (D)/NW)
<u>DUTIES</u>	:	Bbibl degree or equivalent qualification. Good interpersonal relations skills. Computer literacy. Code B driver's license will be an added advantage. Provide professional library and information services, which include reference and information services. Participate in planning and implementing of reading awareness programmes. Circulate library materials. Keep statistical records of library usage. Report on library activities on monthly basis.
<u>ENQUIRIES</u>	:	Ngaka Modiri Molem District Ms R de Klerk: Tel No (018) 3883964 Bojanala District: Ms R van Vollenhoven: Tel No (014) 5941290 Dr Ruth Segomotsi Mompoti District: Mr J Govendor: Tel No (053) 9271190
<u>NOTE</u>	:	These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.
<u>POST 11/100</u>	:	<u>MOBILE LIBRARIAN. REF NO: 2018/CATA04/NW</u> Library Services Directorate Conditional Grants Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 plus 37% plus 37% in lieu of benefits per annum. Level: 7 DR Kenneth Kaunda District Library A B.Bibl degree or equivalent qualification Good interpersonal relations. Computer literacy Willingness to travel. Valid driver's license.
<u>DUTIES</u>	:	Render library service in rural communities within the District Present reading awareness programmes Perform administrative functions of the mobile library services Attend provincial, departmental and Directorate events to promote library service using the mobile library.
<u>ENQUIRIES NOTE</u>	:	Mr N Baloyi Tel No: (018) 4622070 These are fixed-term contracts ending on 31 st March 2021 which are reviewed annually based on performance and availability of funds.

- POST 11/101** : **LIBRARY ASSISTANTS (9 POST)**
Library Services Directorate
Conditional Grants Administration
- SALARY CENTRE** : R152 862 plus 37% in lieu of benefits per annum. Level: 5
: Mogwase Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (A)/NW)
Manamela Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (B)/NW)
Mothutlung Community Library X 1 (Madibeng) (Ref No: 2018/CATA04(C)/NW)
Coverdale Community Library X 1 (Lekwa Teemane) (Ref No: 2018/CATA04 (D)/NW)
Schweizer Reneke Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (E)/NW)
Tosca Community Library X 1 (Kagisano –Molopo) (Ref No: 2018/CATA04 (F)/NW)
Ipelegeng X1 Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (G)/NW)
Tsetse Community Library X 2 (Mahikeng) (Ref No: 2018/CATA04 (H)/NW)
- REQUIREMENTS** : Grade 12 and experience in public/community libraries. A Diploma in Librarianship will be an added advantage. Computer literacy.
- DUTIES** : Assist in the provision of library and information service in a community library. Assist with shelving of books, circulation of library materials and implementation of programmes in the community libraries.
- ENQUIRIES** : Ngaka Modiri Molema District: Ms R de Klerk Tel No (018) 3883864
Bojanala District: Ms R van Vollenhoven: Tel No (014) 5941290
Dr Ruth Segomotsi Mompati District: Mr J Govendor: Tel No (053) 9271190
- NOTE** : These are fixed-term contracts ending on 31st March 2021 which are reviewed annually based on performance and availability of funds.

DEPARTMENT OF FINANCE

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.
- CLOSING DATE** : 06 April 2018 at 16H00

OTHER POSTS

- POST 11/102** : **ASSISTANT DIRECTOR: WORK STUDY (SL9)**
Directorate: Strategic Management
Sub Directorate: Organisational Development
- SALARY** : R334 545 per annum. (Salary Scale R334,545 – 404,121)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	As a minimum a National Diploma or Advanced Certificate in Management Services/Operations Management/Production Management or equivalent NQF 6 qualification. Six (6) years' experience in an Organisational Development Environment of which 3 years must be at a supervisory level. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills. Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations
<u>DUTIES</u>	:	Monitor the promotion of optimal development of Organisational and Establishment Structure. Monitor the implementation of Job Evaluation system. Monitor the design and control Departmental Forms. Monitor the planning of Office Layout and Accommodation. Monitor Business Process Reengineering. Monitor the development and mapping of Procedure Manuals. Introduce new practices and carry out continuous Work Flow Improvement.
<u>ENQUIRIES</u>	:	Ms. S Moletsane Tel No: 018 388 2445
<u>POST 11/103</u>	:	<u>WORK STUDY OFFICER (SL8)</u> Directorate: Strategic Management Sub Directorate: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
	:	Mmabatho
	:	As a minimum a National Diploma or Advanced Certificate in Management Services/Operations Management/Production Management or equivalent NQF 6 qualification. Four (4) years' experience in an Organisational Development Environment of which 3 years must be at a supervisory level. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills. Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations.
<u>DUTIES</u>	:	Design Organisational and Establishment Structure. Carry out continuous Work Flow improvement. Conduct Job Evaluation process. Design and control Departmental Forms. Plan office layout and accommodation. Conduct Business Process Reengineering. Develop and Map Procedure Manuals. Introduce new practices and carry out continuous Work Flow Improvement.
<u>ENQUIRIES</u>	:	Ms. S Moletsane Tel No: 018 388 2445
<u>POST 11/104</u>	:	<u>WELLNESS OFFICER (SL8)</u> Directorate: Human Resource Management Sub Directorate: Employee Health and Wellness
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
	:	Mmabatho
	:	Applicants must have a B degree in Biokinetics or Sports Science. Four (4) years practical experience in presenting and facilitating physical training and assessments of a diverse client group. Computer literacy in MS Office packages and a valid driver's license required. Experience in an Integrated Employee Health & Wellness Programme / Corporate Wellness would be an added advantage. The incumbent must be willing to travel. Registration with a statutory professional body such as HPCSA will be an added advantage. Knowledge of an Integrated Employee Health and Wellness Programme as per the strategic framework for public service. Knowledge of Government legislation especially those pertaining to Employee Health & Wellness. Ability to demonstrate physical exercises, use various exercise equipment and think

		creatively and innovatively in terms of programme development and expansion. Use latest technology in exercise physiology. Applicants should have the ability to work independently in a team and also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation and presentation skills.
<u>DUTIES</u>	:	The person will be tasked with presenting and facilitating physical training and assessments of staff including special population groups. Develop departmental physical activities facilities. Coordinate teambuilding, sports and recreation activities and events. Facilitate learning to swim and usage and maintenance of physical activity equipments and training techniques. Policy development and promotion of healthy lifestyle and work wellness. Assist in developing and presenting workshops materials, questionnaire design and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed.
<u>ENQUIRIES</u>	:	Mr. Thabo Ntsheni Tel: 018 388 4024
<u>POST 11/105</u>	:	<u>SENIOR TRAINING OFFICER (BAS) (SL8)</u> Directorate: Financial Systems Sub-Directorate: Financial Systems Training
<u>SALARY</u>	:	R281 418 per annum (Salary Scale R281 418 – 331 497)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or an Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Four (4) year's relevant experience in working with financial systems (BAS, PERSAL and WALKER) administration, data capturing and training. Knowledge of PFMA, SCoA and Treasury Regulations would be an added advantage. Valid Code 08 driver's license. Ability to work independently within a dynamic team and work well under pressure. Presentation and training skills. Research and analytical skills. Computer literacy, with sound knowledge of MS Word, Excel and PowerPoint. Ability to conduct Financial Systems training. Good written and verbal communication skills. Ability to facilitate workshops and conduct training. Ability to produce written material. Good interpersonal relations. Ability to work with dynamic groups of people. Knowledge of Inventory Management and Asset Management Systems. Knowledge of PERSAL, BAS and WALKER (e2) Financial Systems is crucial.
<u>DUTIES</u>	:	The successful candidate will report directly to the Assistant Director: Financial Management Training. Main purpose of the job is to conduct WALKER/BAS training and capacity building in the North West Provincial Departments and public entities. Manage the provision of BAS training and other training initiatives. Manage the provision of BAS training and other training initiatives to users in the North West Provincial Departments and Public entities. Maintain an effective BAS management system within provincial departments and public entities. Manage and coordinate process related to Financial BAS training and training centre's. Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mr TF May Tel No: 018 388 1164
<u>POST 11/106</u>	:	<u>ADMINISTRATION OFFICER: OD (SL7)</u> Directorate: Strategic Management Sub Directorate: Organisational Development
<u>SALARY</u>	:	R226 611 per annum. (Salary Scale R226,611 – 266,943)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a Grade 12 Certificate with four (4) years experience in an Organisational Development environment, or a National Diploma/ Advanced Certificate in Management Services/ Operations Management/ Production Management with at least two (2) years' experience in an Organisational Development environment. Knowledge of applicable Organisational Development Legislations and Government Transformation Imperatives. Knowledge of Public Service Act, 1994 as amended, Public Service Regulations, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act, Skills Development Act and Employment Equity Act. Analytical Thinking. Creative and Innovative. Ability to interpret and apply policies. Good communication and presentation skills.

- Ability to conduct research. Computer skills. Ability to work under pressure. Report writing skills. Ability to function independently and work as part of the team. Good interpersonal relations.
- DUTIES** : Render support in the development and implementation of Human Resource Planning Process. Render support in the development of Organizational and Establishment Structure. Render Secretariat Services to Job Evaluation Panel. Assist in continuous Work Flow Improvement. Assist in the implementation of Change Management Programmes. Render administrative support in the unit. Keep records.
- ENQUIRIES** : Ms. S Moletsane Tel No: 018 388 2445
- POST 11/107** : **TRAINING OFFICER (BAS) (SL7)**
Directorate: Financial Systems
Sub-Directorate: Financial Systems Training
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Salary Scale of R226 611 – R266 943)
Mmabatho
- DUTIES** : As a minimum a National Diploma or an Advanced Certificate in Finance/Accounting or equivalent NQF 6 qualification. Two (2) year's relevant experience in working with financial systems (BAS, PERSAL and WALKER) administration, data capturing and training. Knowledge of PFMA, SCoA and Treasury Regulations would be an added advantage. Valid Code 08 driver's license. Ability to work independently within a dynamic team and work well under pressure. Presentation and training skills. Computer literacy, with sound knowledge of MS Word, Excel and PowerPoint. Ability to conduct Financial Systems training. Good written and verbal communication skills. Ability to facilitate workshops and conduct training. Ability to produce written material. Good interpersonal relations. Ability to work with dynamic groups of people. Knowledge of PERSAL, BAS and WALKER (e2) Financial Systems is crucial.
- DUTIES** : Provide training to all North West Provincial Government officials utilising BAS/WALKER (e2). Assess the financial training needs and development of skills training strategies. Establish and implement effective Financial Systems training within all the provincial departments. Liaise with BAS and WALKER Administrators, Systems Controllers and other stakeholders regarding all training offered. Assist in the preparation and development of training material. Provide user support to all BAS and WALKER (e2) users. Compile monthly and quarterly reports.
- ENQUIRIES** : Mr TF May Tel No: 018 388 1164

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 06 April 2018
- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

MANAGEMENT ECHELON

<u>POST 11/108</u>	:	<u>DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION.</u> <u>REF NO: NWOOP/18/03/01</u> Job Purpose: To monitor and evaluate correct implementation of the Human Resource Administration legislative framework across the departments.
<u>SALARY</u>	:	R948 174 per .annum. (All Inclusive package Level 13)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A three year tertiary degree/ national diploma in Human Resource Management or Public Administration and/or equivalent qualification (NQF level and Credits). Six to ten year relevant work experience of which five years must be in middle management level. A valid driver's licence, computer literacy and good Communication, analytical and interpretation skills. Extensive work experience in performing policy Management functions. Competencies: Management principles involved in strategic planning; Monitoring and evaluation methods, tools and techniques; Applicable Public Service legislative and Regulatory requirements, policies and standards; Project management functions; Policy Management functions; Co-ordination functions; Principles and processes for providing customer Services.
<u>DUTIES</u>	:	Monitor recruitment, selection and appointment processes in the province; Monitor the process of updating human resources records. Ensure that the Public Service Strategy to reduce the recruitment period and the vacancy rate is implemented by all the departments. Revise and draft policies and guidelines through documented research findings and recommendations. Head the secretariat support annual performance assessments services to the Human Resource Practices and Administration Technical Support Forum. Develop the directorate's annual performance plan and ensure that assigned projects are completed within the deadline, costs and quality required. Determine the directorate's financial requirements and ensure that the budget allocated to the directorate is spent to meet directorate's service delivery objectives. Identify and manage (actual and potential) risk factors and indicators pertaining to the achievement of the directorate's goals and objectives. Manage the performance of assigned personnel to achieve Key Result Areas derived from the directorate's annual performance and project plans. Monitor implementation of the employee benefits; remuneration matters as well as compensation for injury on duty. Head the secretariat support services to the North West PILIR Steering Committee. Present analysis reports based on the PERSAL Management Information reports monthly and quarterly. Present all the PERSAL Exception reports based on the HR audits monthly and quarterly. Monitor, evaluate and report on the implementation of the PMDS policies for HoDs; other SMS members and Levels 1 – 12 employees. Provide Secretariat services to the HoDs Evaluation Panel and the Provincial PMDS Forum. Perform quality assurance work on the HoDs' performance Agreements, mid-term performance reviews and annual performance assessments.
<u>ENQUIRIES</u>	:	Ms. R.K. Moseki, Tel No: 018 -3883105

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 April 2018
- 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

- POST 11/109** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: AGR 2018-10**

- SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A relevant 3-year tertiary qualification with a minimum of 3 years' management experience in Supply Chain Management; A valid code EB drivers licence. Recommendations: A formal Legal qualification. Competencies: Knowledge of the following: Public Financial Management Act; Treasury Regulations, PPPFA; Understanding of Procurement Policy Framework Act, BBBEE and related prescripts; SCM processes and procedures (OFMA, NTR's and PTI's); SCM system knowledge; Effective functioning of the Bid Committee and Acquisition Management; Supervisory skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy
- DUTIES** : Management and control of the Supply Chain Management sub-directorate; Formulation and customisation of SCM policies and procedures to suit the needs of the department; Responsible for the full supply chain management processes of the department, together with the role of SCM advisor on Acquisition Management; Responsible for receiving of all invoices and ensuring payment is done within 30 days; Ensure an effective and efficient functioning of the departmental Bid Committee system and overall Acquisition Management systems through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure the facilitation of adequate Contract Management.
- ENQUIRIES** : Mr F Huysamer at (021) 808 5007

ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 April 2018
- 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

- POST 11/110** : **STATE ACCOUNTANT: INTERNAL CONTROL, REF NO: EADP 2018-05**
- SALARY** : R281 418 per annum (Level 8).
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : A relevant 3-year tertiary qualification with a minimum of 1 years' relevant experience in an internal control and governance environment. Recommendations: A tertiary qualification in the following fields: Internal Auditing / Public Management / Financial Management; A strong financial background specifically relating to public sector finance; Experience and knowledge of the loss control process; Strong report writing skills; Working knowledge of Risk Management process. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Instructions/directives; Internal Control tools and techniques; Risk Management frameworks; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop and review compliance monitoring tools; Conduct financial compliance inspections as per the approved annual inspection plan; Evaluate the effectiveness of financial prescripts; Co-ordinate the implementation of corrective measures and preventative controls with regards to CGRO, MPAT and the Key Control dashboard; Co-ordinate responses for Shared Audit Committee, Public Service Commission, Provincial Internal Control Forum and Governance Committee; Provide support with the management of fraud prevention in the department and co-ordinate awareness sessions in conjunction with PFS; Maintain the departmental integrated loss control system and database; Conduct preliminary investigations into instances of irregular, unauthorized and fruitless and wasteful expenditure
- ENQUIRIES** : Mr L Liphuko at (021) 483 8783

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 11/111** : **ENGINEER PRODUCTION GRADE A TO C (ELECTRICAL)**
Directorate: Infrastructure Planning
- SALARY** : Grade A: R637 875 per annum, Grade B: R 726 048 per annum, Grade C: R 830 166 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: An appropriate tertiary degree in Electrical Engineering (B Eng/BSC (Eng) and 3 years appropriate/recognisable post qualification engineering experience required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineer. Experience: Grade A: at least 0-2 years appropriate/recognisable experience in an area after registration with ECSA as professional. Grade B: at least 14 years appropriate/recognisable experience in an area after registration with ECSA as professional. Grade C: at least 26 years appropriate/recognisable experience in an area after registration with ECSA as professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions

<u>DUTIES</u>	:	and presentations. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. (key result areas/outputs): Develop, interpret and customise functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies on new technologies, viability and feasibility. Interaction with relevant professional development councils/boards.
<u>ENQUIRIES</u>	:	Mr C Maud, Tel. No. (021) 483-2270
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	A job description is available on request. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2018
<u>POST 11/112</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Eden District
<u>SALARY</u>	:	R499 953 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8 % of the basic salary).
<u>CENTRE</u>	:	Ladismith Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel; Power point).
<u>DUTIES</u>	:	(key result areas/outputs): Operational management of facility: Management of Burden of disease renders clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management and asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management, ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service.
<u>ENQUIRIES</u>	:	Ms S Labuschagne, Tel. No (028) 551-1010
<u>APPLICATIONS</u>	:	To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	06 April 2018
<u>POST 11/113</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CLINIC)</u> Chief Directorate: General Specialists and Emergency Services
<u>SALARY</u>	:	R499 953 (PN-B3) per annum
<u>CENTRE</u>	:	New Somerset Hospital

- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma 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, accreditation with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current 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 must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willing to work shifts, public holidays and weekends. Competencies (knowledge/skills): Excellent (verbal and written) communication skills in at least two of the three official languages of the Western Cape. Ability to function independently as well as a multi-disciplinary team and make decisions. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Sector.
- DUTIES** : (key result areas/outputs): Responsible for the co-ordination and rendering of holistic and quality care in the Antenatal Unit. Ensure clinical nursing practise by nursing team in accordance with the scope of practice and nursing standards. Staff management and efficiently perform administration functions and participate in nursing research/development. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human resources. Manage financial resources.
- ENQUIRIES** : Ms S Basardien, Tel. No. (021) 402-6485
- APPLICATIONS** : To the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 750
- FOR ATTENTION** : Ms G Owies
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 March 2018
- POST 11/114** : **OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)**
Chief Directorate: General Specialists and Emergency Services)
- SALARY** : R499 953 (PN-B3) per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as 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 speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend standby duties for the hospital. Willingness to work night shift when required. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Clinical governance and extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to Labour Relations, Nursing Legislation, related legal and ethical nursing practices, relevant Public Sector Policies and Protocols.
- DUTIES** : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial

		resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms RM du Plessis, Tel. No. (023) 348-1104
<u>APPLICATIONS</u>	:	To the Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
<u>FOR ATTENTION</u>	:	Ms L Koopman
<u>NOTE</u>	:	Shortlisted candidates could be subjected to a competency test on the day of the interview. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2018
<u>POST 11/115</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Chief Directorate: Metro District Health services
<u>SALARY</u>	:	Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the job: Willingness to be on standby when needed. Competencies (knowledge/skills): Ability to work in a team context. Sound interpersonal skills. Computer literacy (Word, Excel and Outlook). Good written and communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Implement the use of revised obstetric tools that integrate MBFI, HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Clinical record-keeping, data collection and information flow of PMTCT activities. Monitor Policy implementation and quality improvement initiatives in general antenatal care, Intrapartum care and postnatal follow-up and referral. Provide health education to antenatal and postnatal mothers. Provide in-service training to staff regarding PMTCT and Policy compliance. Attend Maternal and Neonatal and Paediatric M&M. Attend relevant meetings internally and with external Service coordinators. Assessment of Postnatal Border mothers and KMC mothers as per postnatal care policy.
<u>ENQUIRIES</u>	:	Ms G Mashaba, Tel. No. (021) 360-4200
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Khayelitsha District Hospital, Metro District health Services, Private Bag X6, Khayelitsha, 7783.
<u>FOR ATTENTION</u>	:	Mr A Ernstzen
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2018
<u>POST 11/116</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAUMA AND EMERGENCY) (2 POSTS)</u> Eden District
<u>SALARY</u>	:	Grade 1: R340 431 (PN-B1) per annum, Grade 2: R418 701 (PN-B2) per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited by the SANC in Medical and Surgical Nursing Science: Critical Care Nursing:

General/Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement them. Leadership and sound interpersonal skills. Computer literacy (Ms Word, Ms Outlook and Excel).

DUTIES : (key result areas/outputs): Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES : Ms H Human, Tel.No. (044) 203-7203
APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE :

No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)

CLOSING DATE : 06 April 2018

POST 11/117 : **PROFESSIONAL NURSE: GENERAL (WELLNESS)**
Overberg District

SALARY : Grade 1: R226 083 (PN-A2) per annum,
Grade 2: R278 052 (PN-A3) per annum,
Grade 3: R340 431 (PN-A4) per annum (Plus a non-pensionable rural allowance is payable at certain areas).

CENTRE : Villiersdorp Community Clinic
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognised experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals.

<u>DUTIES</u>	:	Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word & Excel. Effective and comprehensive report writing.
		(key result areas/outputs): Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Co-ordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000 Day initiative. Co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering which address burden of disease (self-management). Support, monitoring and evaluation of health data.
<u>ENQUIRIES</u>	:	Ms P Robertson, Tel. No. (028) 214 5804
<u>APPLICATIONS</u>	:	The manager: Overberg District Office, Private Bag X 07, Caledon, 7230.
<u>FOR ATTENTION</u>	:	Ms A Brits
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	29 March 2018
<u>POST 11/118</u>	:	<u>PROFESSIONAL NURSE (GENERAL: NURSING) (WELLNESS PROGRAM) (3 POSTS)</u> (West Coast District)
<u>SALARY</u>	:	Grade 1: R 226 083 (PN-A2) per annum, Grade 2: R 278 052 (PN-A3) per annum, Grade 3: R 340 431 (PN-A4) per annum
<u>CENTRE</u>	:	Matzikama: Vredendal North (1 post) Cederberg: Citrusdal (1 post) Saldanha Bay: Laingville (1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Annual Practising Receipt). Experience: Grade: 1 None after registration as a Professional Nurse with the SANC in General Nursing. Grade: 2 A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent communication skills with community and other stakeholders' engagement and facilitation skills, as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies, including Health Care 2030, Sustainable Development Goals, 1 st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft Office Programs. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Key result areas/outputs: External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Inter-sectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and coordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1 st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!)

to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms A Campbell, Tel. No. (022) 487-9301
APPLICATIONS : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 29 March 2018

POST 11/119 : **INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Health Technology

SALARY : R226 611 per annum
CENTRE : Clinical Engineering, Goodwood Imaging Unit
REQUIREMENTS : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics and/Electrical –light current, mechatronics or mechanical or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: Appropriate experience in repair and maintenance to imaging systems and related medical equipment or demonstrate an aptitude for this type of work. Inherent requirements of the job: Valid (Code B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Ability to fault find and repair down to component level. Practical hands-on work with the repair of imaging equipment. Experience in the field of computer networking. Computer literate. Good written and verbal communication.

DUTIES : (key result areas/outputs): Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via LOGIS system. Maintaining of maintenance Management system and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of Imaging and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr G Lee or Mr H Oosthuizen, Tel. No. (021) 591-7126
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 29 March 2018

POST 11/120 : **INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Engineering and Technical

SALARY : R226 611 per annum
CENTRE : Clinical Engineering, Goodwood Dental Unit
REQUIREMENTS : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience in repair, maintenance and installation of dental and related medical equipment. Inherent requirements of the job: Valid (Code B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to fault find and repair down

to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.

DUTIES : (key result areas/outputs): Complete task within time limits. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Request parts and service via LOGIS system. Maintaining of Maintenance Management System and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

ENQUIRIES : Mr G Lee or Mr A Moelich, Tel. No. (021) 591-7126

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

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

CLOSING DATE : 29 March 2018

POST 11/121 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) (12 MONTHS CONTRACT)**
Cape Winelands Health District

SALARY : Grade A: R167 778 per annum plus 37% in lieu of service benefits.
Grade B: R197 631 per annum plus 37% in lieu of service benefits.
Grade C: R230 721 per annum plus 37% in lieu of service benefits.

CENTRE : Drakenstein Sub-district Office, Paarl

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 E/EB) driver's licence and willingness to travel long distances. Physically fit to perform duties. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends), and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use.

DUTIES : (key result areas/outputs): Day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Responsible for the maintenance of health facilities and clinics, that falls under the management and control of Drakenstein Sub-district office. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop, and assist with the execution of projects by the aforementioned workshops. Assist with mechanical, electrical and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs.

ENQUIRIES : Ms A Cupido-Jacobs, tel. no. (021) 8776-400

APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub District, Private Bag X3043, Paarl, 7620.

FOR ATTENTION : Ms A Hall

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

CLOSING DATE : 29 March 2018

HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 03 April 2018
- 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

- POST 11/122** : **CHIEF WORKS INSPECTOR (ELECTRICAL): PROFESSIONAL AND PROJECT MANAGEMENT SERVICES (24 MONTH CONTRACT POSITION), REF NO: HS 2018-12**

- SALARY** : R281 418 per annum (Level 8), plus 37% in lieu of service benefits
- CENTRE** : Human Settlements, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma (T/N/S streams) or equivalent qualification; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' relevant experience; A valid driver's licence. Recommendations: Willing to travel for work as required, to work irregular hours as well as on weekends. Competencies: Knowledge of the following: Electrical field within the built environment; Occupational Health and Safety Act; Compilation of specifications and tender regulations; Interpretation of plans, drawings, bill of quantities; Contract management and Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Ability to draft complex submissions / memorandums.

- DUTIES** : Conduct regular site inspections on all departmental housing projects as well as rental assets with respect to electrical compliance; Preparation of tender documents and technical specifications where needed on departmental projects; Adjudication of tenders; Peruse electrical plans for BNG housing; Compile technical report for electrical reticulation of BNG houses; Conduct inspections on housing projects in other directorates within Human Settlements when needed; Ensure compliance with norms and standards and adherence to the OHS Act of all departmental housing projects.

- ENQUIRIES** : Mr NA Speelman at (021) 483 8405

LOCAL GOVERNMENT

- CLOSING DATE** : 03 April 2018
- 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 11/123** : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING, REF NO: LG 2018-16**

- SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)
- CENTRE** : Local Government, Western Cape Government
- REQUIREMENTS** : A relevant 3-year tertiary qualification with 3 year's relevant experience in Management. Recommendations: None Competencies: Knowledge in the following: Sound Knowledge of the local government sector; Knowledge of legislation and policy frameworks applicable to the local government;

- Knowledge of monitoring, evaluation and reporting procedures; Knowledge of database development and maintenance; Knowledge of Financial Management.
- DUTIES** : Develop and maintain a comprehensive municipal monitoring tool: Ensure the development of early warning indicators for municipal performance; Collect, collate and evaluate municipal data & information relating to municipal performance; Ensure effective completion of questionnaire of all municipalities in the Western Cape; Ensure the development of a database and disseminate of information to relevant stakeholders: Ensure close cooperation and coordination with the sub-directorate information management; Ensure the alignment of municipal performance measurements with national and provincial monitoring frameworks: Peruse national and provincial monitoring frameworks to determine what should be included in municipal performance measurements; Execute follow up research arising from municipal performance reports: Ensure the research of these aspects; Prepare recommendations for municipal support and interventions; Management of human resource and performance in the sub-directorate
- ENQUIRIES** : Ms E Barnard at (021) 483 4039
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 11/124** : **DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT - LEGISLATION SUPPORT, REF NO: LG 2018-17**
- SALARY** : All-inclusive salary package of R657 558 per annum (Level 11)
- CENTRE** : Local Government, Western Cape Government
- REQUIREMENTS** : A relevant 3-year tertiary qualification in Public Administration/ Public Law with a minimum of 3 years' management experience; A valid driver's licence. Recommendations: A qualification in law or admission as an attorney. Competencies: Knowledge of the following: Local government legislation, in particular the Municipal Structures Act, 117 of 1998, the Municipal Systems Act, 32 of 2000 and the Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014 but not limited hereto; Finance; Local Government legislation; Conflict Management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Management skills.
- DUTIES** : Responsible for maintaining institutional functionality of municipalities, this will entail amendment of the Establishment Notices of Municipalities, preparation of legal documents for local government elections relating to applicable legislative provisions, publication of By-Elections, assessing the appointment of Senior Managers in terms of the Municipal Systems Act and the Regulations on the Appointment and Conditions of Employment of Senior Managers, GNR21, GG 37245 dated 17 January 2014 (Regulations), advising on functions, roles and responsibilities of senior managers and political office bearers as prescribed; Ensure to facilitate training to municipal officials on local government legislation including but not limited to the Municipal Structures Act, Municipal Systems Act, Regulations and the Upper Limits Notices published annually by the National Minister prescribing the remuneration for senior managers; Advise on legislation; Administer legal resource center; Coordinate litigation in the department; Human Resource Management; Responsible for Financial Management.
- ENQUIRIES** : Mr K Makan at (021) 483 4365
- 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** : 03 April 2018
- 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 11/125 : **E-GOVERNMENT TEAM LEADER: E-GOVERNMENT FOR CITIZENS, REF NO. DOTP 2018-14**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS :

A relevant 3-year tertiary qualification with a minimum of 6 years' management experience in a relevant environment. Recommendations: None. Competencies: Knowledge of the following: e-Government Digital government; Digital communications; Project Management skills; Planning and organising skills; Change management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape

DUTIES : Ensure demand planning and project briefing and implementation processes managed with various departments; Ensure that approved project briefs and project plans are scheduled, resourced and communicated; Advise clients and internal managers on best digital government and digital communications practice; Develop and implement relevant digital government strategies, plans and processes; Ensure necessary vendor contracts are in place and maintained for optimal value; Arrange steer delivery teams; Regular value added reporting to clients and suppliers.

ENQUIRIES : Mr C Wakeford at (021) 483 3528
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 11/126 : **ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS (12 MONTH CONTRACT POSITION), REF NO: DOTP 2018-15**

SALARY : All-inclusive salary package of R657 558 per annum (Level 11).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS :

A relevant 3-year tertiary qualification in Computer Science, Computer Systems, Software Development, Web Development or similar aligned qualification with a minimum of 5 years' experience in ICT planning and development of which 3 years must be management experience. Recommendations: A minimum of 5 years' experience in planning and developing websites, web applications and/or mobile applications; A minimum of 3 years' experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Open source and proprietary content management and web portal software; Large scale web project development; Software development models, specifically regarding Object Orientated programming; Project management best practices and theory specifically Agile procedures; Accessibility and user experience concepts; e-Government environment; Participation in Open Source communities of practice; Analytical and problem solving skills; Sound planning and organising skills.

DUTIES : Maintain, extend and support Content Management and hosting platforms for e-Government channels; Coordinate e-Government front-office development and support teams and projects; Plan, develop and maintain web and mobile applications including research, systems analysis, module development, integration, theming, testing and debugging; Develop and implement standard operating procedures and technical standards aligned to e-Government policies and procedures.

ENQUIRIES : Mr J Du Bois at (021) 483 9640
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 11/127 : **CALL CENTRE MANAGER: PEOPLE MANAGEMENT, REF NO: DOTP 2018-19**

SALARY : R334 545 per annum (Level 9).
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : 3-year National Diploma in Human Resources or Public Management with a minimum of 3 years' relevant HR experience in a management environment; Valid Code B drivers licence. Recommendations: B-Degree qualification; Extensive experience in a HR and client services environment. Competencies: Deciding and Initiating Action; Planning and Organising; Applying Expertise and Technology; Delivering Results and Meeting Client Expectations; Relating and Networking; Persuading and influencing; Presenting and communicating information; Data Analyses; Writing and reporting; Personal attributes: Outstanding communication and interpersonal skills; Excellent organizational and leadership skills with a problem-solving ability.

DUTIES : Manage the HR Contact Centre enquiries at the Call Centre and Walk-In Centre; Management and quality assurance of the HR Call Centre systems and processes; Management of Contact Centre Analytics for business improvement; Determine HR Trends and submit reports to senior management using Contact Centre Data; Responsible for providing HR Call Centre inputs into the operational and business plans of the Unit; Stakeholder engagement; Performance management of the HR Call Centre staff; Conduct effective resource planning to maximize the productivity of resources (people, and technology); Evaluate the Contact Centre's performance in key metrics such as accuracy, contact - waiting time, quality assurance, etc.; Provide for the continuous coaching and mentoring of Contact Centre Agents to ensure high quality responses to client enquiries.

ENQUIRIES : Ms Helen Ward at (021) 483 5640
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 11/128 : **ASSISTANT DIRECTOR: COPYWRITER - CREATIVE DESIGN, REF NO: DOTP 2018-25**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A relevant 3-year Tertiary qualification in journalism / media / communication with a minimum of 3 years' experience in copywriting or journalism; A valid code B driver's licence. Recommendations: A minimum of 1-year supervisory experience; Magazine experience; InDesign knowledge and experience; Digital/writing for the web experience. Competencies: Writing for various media; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Editing and proofreading skills; excellent interview and research skills.

DUTIES : Render a creative copy-writing service to the Western Cape Government; Research, conduct interviews and source information in order to generate articles and written communication for the Western Cape Government; Provide an oversight role to creative writing work produced outside of Corporate Communication; Provide a creative editing service to the Western Cape Government; Work together with the design and photographic units to create high quality content.

ENQUIRIES : Mr S Du Plessis at (021) 483 3139
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

PROVINCIAL TREASURY

CLOSING DATE : 03 April 2018
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

POST 11/129 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT, REF NO: PT 2018-08**

SALARY : R334 545 per annum (Level 9)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Relevant 3-year tertiary qualification in the fields of Commerce, Financial Management, Statistics, Knowledge Management or Informatics/ Information Systems/ Information and Communication Technology (ICT) with a minimum of 3 years' relevant experience in Information Management; A valid Code B driver's licence. Recommendations: Experience in the following: Database Management and Administration; VBA (Visual basic for Applications); ICT infrastructure, architecture and frameworks; Project Management; Planning and organising. Competencies: Knowledge of the following: Database Management and administration; Provincial and municipality budget and financial processes; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft Outlook); Strong interpersonal, collaborative and report writing skills; Outstanding planning, organising and people skills.

DUTIES : Provide a data support function for internal and external stakeholders with the view to budget preparation and support, including to ensure that comprehensive, high quality and up to date information is available; Design, develop, maintain and monitor budget and performance database for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets and aggregate reports on the state of provincial finances; Create and co-ordinate management reports in response to business user needs; Build capacity among users to utilise database, data models and data repositories; Assist with the implementation of Corporate Governance of ICT Policy Framework.

ENQUIRIES : Mr I Batchelor at (021) 483 5703
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

SOCIAL DEVELOPMENT

CLOSING DATE : 03 April 2018
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 11/130 : **SOCIAL WORKER: SOCIAL WORK SERVICES, FISH HOEK, REF NO: DSD 2018-30**

SALARY : **Grade 1:** R226 686 – R262 785 per annum,
Grade 2: R278 784 – R323 178 per annum,
Grade 3: R341 322 – R395 685,
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed).

CENTRE : Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African

Council for Social Service Professions. Recommendations: Masters degree approved by the SACSSP with a minimum of 2 years appropriate and evidence based experience; or Post graduate diploma of certificate approved by the SACSSP with at least 3 years appropriate and evidence based practical experience within the scope of probation services; or A minimum of 5 years appropriate and evidence based practical experience within the scope of probation services provided that the expertise in probation services can be demonstrated in meeting the assessment criteria of the SACSSP to determine whether the social worker applicant has the competence of practicing probation services; A valid driver's licence. Competencies: Knowledge of the following: Child Justice Act and Probation Services; Relevant legislation, policies and prescripts; Social dynamics, work values and principles; Human behaviour and social systems; Developing others; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Must be able to exchange information in a clear and concise manner with clients and supervisors; Self-management and motivation; Good planning and organising skills.

DUTIES : Render probation services through the caring, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Swart at (021) 763 6200
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 11/131 : **SOCIAL WORKER: SOCIAL WORK SERVICES, ATHLONE, REF NO: DSD 2018-31**

SALARY : **Grade 1:** R226 686 – R262 785 per annum,
Grade 2: R278 784 – R323 178 per annum,
Grade 3: R341 322 – R395 685,
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed).

CENTRE : Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Masters degree approved by the SACSSP with a minimum of 2 years appropriate and evidence based experience; or Post graduate diploma of certificate approved by the SACSSP with at least 3 years appropriate and evidence based practical experience within the scope of probation services; or A minimum of 5 years appropriate and evidence based practical experience within the scope of probation services provided that the expertise in probation services can be demonstrated in meeting the assessment criteria of the SACSSP to determine whether the social worker applicant has the competence of practicing probation services; A valid driver's licence. Competencies: Knowledge of the following: Child Justice Act and Probation Services; Relevant legislation, policies and prescripts; Social dynamics, work values and principles; Human behaviour and social systems; Developing others; Good communication

- (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Must be able to exchange information in a clear and concise manner with clients and supervisors; Self-management and motivation; Good planning and organising skills.
- DUTIES** : Render probation services through the caring, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Ms M Swart at (021) 763 6200
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 11/132** : **SOCIAL WORKER: SOCIAL WORK SERVICES, DELFT, REF NO: DSD 2018-32**
- SALARY** : Grade 1: R226 686 – R262 785 per annum,
Grade 2: R278 784 – R323 178 per annum,
Grade 3: R341 322 – R395 685,
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Mr C Engel at (021) 483 7675
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 11/133 : **SOCIAL WORKER: SOCIAL WORK SERVICES, ATLANTIS, REF NO: DSD 2018-33**

SALARY : Grade 1: R226 686 – R262 785 per annum,
Grade 2: R278 784 – R323 178 per annum,
Grade 3: R341 322 – R395 685,
Grade 4: R419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES : Mr C Engel at (021) 483 7675

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

POST 11/134 : **SOCIAL WORKER: SOCIAL WORK SERVICES, MILNERTON, REF NO: DSD 2018-34**

SALARY : Grade1: R 226 686 – R262 785 per annum,
Grade2: R 278 784 – R323 178 per annum,
Grade3: R 341 322 – R395 685,
Grade4: R 419 784 – R 516 279 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of

- the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Mr E October at (021) 555 2669
: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 11/135** : **SOCIAL WORKER: SOCIAL WORK SERVICES, LANGA, REF NO: DSD 2018-35**
- SALARY** : Grade 1: R226 686 – R262 785 per annum,
Grade 2: R278 784 – R323 178 per annum,
Grade 3: R341 322 – R395 685,
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid driver's licence. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
- ENQUIRIES** : Ms K Zimba at (021) 940 7100

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

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

CLOSING DATE : 03 April 2018

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

POST 11/136 : **SENIOR PROJECT LEADER: PROGRAMME: SPECIAL PROJECTS, REF NO: TPW 2018-40**

SALARY : All-inclusive salary package of R779 295 per annum (Level 12)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An Honours Degree/ LLB Degree in the built environment discipline with proven Project Management experience; A minimum of 6 years' relevant experience of which 5 years must be management experience; A valid driver's licence. Recommendations: A registered built environment professional with experience in managing complex urban development projects at a senior level; Heritage experience and in particular experience in dealing with and obtaining RODs from Heritage Agencies; Ability to work in partnership with a range of stakeholders and with different spheres of government; Proven experience in engaging at a senior level; Experience in appointing and leading multi-disciplinary teams; Post graduate qualifications and additional studies in urban design and related fields. Competencies: Knowledge of applicable legislation and regulatory requirements, policies and standards; Programme and Project Management; Technical proficiency; Financial Management; Applied strategic thinking; Proven computer literacy; Strong leadership and communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Leading the conceptualisation, planning and implementation of complex large-scale special projects; Perform technical enablement functions for properties identified for development in accordance with the applicable regulatory frameworks and strategic plans; Overseeing the management of a specialist team of professionals; Managing stakeholders; Change Management skills; Undertake research in support of special projects; Reporting and ensuring that up-to-date and accurate information is available; Ensure the effective, efficient and economical management, administration and control of resources and budgets allocated to the component and projects; Apply supply chain management prescripts, processes and procedures.

ENQUIRIES : Ms L Mabuntane at (021) 483 5436