PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2018
DATE ISSUED: 23 MARCH 2018

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
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## PROVINCIAL ADMINISTRATIONS

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ANNEXURE A

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 and the number and the name of this publication 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, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria

CLOSING DATE: 09 April 2018

NOTE: Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

MANAGEMENT ECHELON

POST 12/01: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 19/2018

SALARY: An all-inclusive remuneration package of R1 127 334 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage, 5 years proven experience in a senior managerial position in Human Resource Management, preferably in Public Service, Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making, Demonstrated strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

DUTIES: As the Head of the Human Resource Management Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Auxiliary Services functions, to develop and implement a people strategy
and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players, to ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act, to facilitate processes for ensuring that the Department has adequate human resource capacity, to promote employee health and wellness in the department, to ensure a strategic HR planning and policy framework that supports the objectives of the department, to ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, travel, building maintenance office cleaning services), to ensure the provision of HR support services in line with business requirements and departmental strategy.

**ENQUIRIES:** Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

**POST 12/02:** CHIEF DIRECTOR: HERITAGE REF NO: 20/2018
Branch: Heritage Promotion and Preservation

**SALARY:** An all-inclusive remuneration package of R1 127 334 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

**CENTRE:** Pretoria

**REQUIREMENTS:** An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human or Social Sciences / Heritage / History of Art Studies or relevant field, a postgraduate qualification will serve as an added advantage, 5 years of experience at a senior managerial level, General knowledge of the heritage and heraldry sectors including relevant policy and legislative frameworks. The following are essential requirements: Knowledge of the Department’s mandate and its relationship with stakeholders in the sector (including other National Government Departments, Provincial and Local Government and relevant institutions). Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

**DUTIES:** As Head of the Chief Directorate: Heritage, the successful candidate will be responsible: For the overall strategic management and coordination of the development and implementation of cultural and heraldic heritage, facilitate the formulation of policy, legislation and strategic programmes that result in socio-economic development. Specific areas of focus include the following: Effective and efficient management of the promotion, preservation and protection of South Africa’s cultural and heraldic heritage, facilitate the implementation of Mzansi Golden Economy Projects through, amongst other things, Legacy Projects, Liberation Heritage Route and Cultural Precincts. Facilitate transformation of the South African heritage landscape by redressing past imbalances through the establishment and upgrading of commemorative heritage sites and institutions, development of strategic partnerships with different stakeholders for the promotion of heritage and heraldry in South Africa, ensuring an increase in the number of professionals to improve management of heritage and heraldry in the country, promotion of national identity and nation building through preservation and promotion of cultural heritage through the commemoration and celebration of historic and national days as well as the popularization of national symbols, promotion of various aspects of living heritage including Indigenous Knowledge Systems, facilitate the transformation and standardization of the naming landscape in South Africa, overseeing the management of financial and human resources in the Chief Directorate.

**ENQUIRIES:** Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
POST 12/03 : DIRECTOR: PERFORMING ARTS REF NO: 21/2018
Chief Directorate: Cultural Development
Branch: Arts Culture Promotion and Development

SALARY : An all-inclusive remuneration salary package of R948,174 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in the field of Public Administration, Arts or equivalent fields, 5 years of experience at middle/senior managerial level, preferably in the Public Service, a broad understanding of national policies and international trends including UNCTAD, UNESCO, African Union related to cultural and creative industries, knowledge of the economic development of the cultural and creative industries, knowledge and understanding of key strength international development for the cultural and creative industries, an understanding of cultural and creative industries value chain, candidate must be an analytical, creative and innovative thinker, strategic development and resourcing of creative industries, good communication and interpersonal relations, planning and organising, financial management, negotiation skills, and report writing skills, Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES : The successful candidate will be responsible for executing the following:
- manage the Directorate at a strategic, functional and administrative level,
- managing and monitoring programmes and projects in accordance with the vision and mission of the Chief Directorate, commence of policy process for the performing arts sector and technical services industries, promotion and the implementation of strategies for the sector, implement development programmes and strategies to impact economically on secondary economy intervention, create strategic linkage with other sectors, liaise with stakeholders and partners to deliver on departmental objectives.

ENQUIRIES : Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/04 : DIRECTOR: STRATEGIC MANAGEMENT REF NO: 22/2018
Chief Directorate: Coordination, Monitoring and Evaluation
Branch: Institutional Governance

SALARY : An all-inclusive remuneration salary package of R948,174 per annum, consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public and Development Management/Social Sciences, Post graduate degree will be an advantage, 5 years of experience at middle/senior managerial level in strategic management, research management, policy development and analysis, programme and project management, in depth technical knowledge to effectively manage organisational strategy and planning processes, experience and skills in applying strategic management principles and practices, strong analytical skills, facilitation skills, creative and innovative thinking, Strong management and/or administrative skills, computer literacy, good communication and interpersonal relations, understanding of and interest in the public sector and the arts and culture sector, negotiation skills, knowledge of government policies, procedures, regulations and laws, including the PFMA, Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES : The incumbent of this positions will be responsible for the following:
- coordinate and facilitate the development, implementation of the strategic management function and systems, conduct environmental scans and research to document emerging trends, risks and opportunities for the sector, lead the development and reviews of the outcomes-based Medium Term Strategic
Framework (MTSF), the 5-year Strategic Plan, the Annual Performance Plan (APP) and the Operational Plans of the Department, ensure compliance with the prescripts governing planning in government, ensure the integration of risk management processes with the planning processes, liaise with key stakeholders to ensure that synergies are harnessed and initiatives are aligned to the strategic thrust of the Department, manage personnel, budget and the performance of the strategy and planning unit.

ENQUIRIES: Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

OTHER POSTS

POST 12/05: DEPUTY DIRECTOR: RECORDS MANAGEMENT AND INFORMATION SYSTEMS REF NO: 23/2018
Chief Directorate: National Archives and Records Service of South Africa
Branch: Heritage Promotion and Preservation

SALARY: An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in History, Public Administration or Information Management or a post-graduate qualification, such as Archival Studies, 3-5 year’s archival experience in the archival field, with specific specialization in records management and information systems, and extensive generic management experience, Knowledge of National Archives and Records Service of South Africa Act No.43 of 1996 (as amended) and other legislation which impact on archives, records management and information systems, Appraisal of records, international standards and best practices, Approval of records classification systems, international standards and best practices, Training strategies, methods and best practices, Electronic records management and preservation principles, international standards and best practices, Organising, planning, monitoring and reporting principles and practices, Information technology principles and applications and financial management, procurement and managing consultancy services, Must have good supervisory and management skills, People management, mentoring and empowerment skills, Strong negotiation and conflict management skills.

DUTIES: The incumbent will be responsible for the following: Organising, managing and leading the sub-directorate Records Management and Information Systems, Managing regulatory, transversal records management services to governmental bodies, including formulation of policy and strategy, Managing services related to the statutory regulation of the conditions subject to which electronic records systems are managed in governmental bodies and the archival preservation thereof, Managing archival information systems including the National Automated Archival Information Retrieval Systems (NAAIRS), and the National Registers of Non-public Records, such as Oral Sources, Photographs, Audio-Visual records and Manuscripts.

ENQUIRIES: Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/06: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 24/2018
Chief Directorate: Coordination, Monitoring and Evaluation
Branch: Institutional Governance and Evaluation

SALARY: An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: A 3 year Degree or National Diploma in Public and Development Management/Social Sciences, Auditing, Financial Audit, Post graduate degree will be an advantage, at least 3-5 years’ experience in monitoring and evaluation, programme and project management, strategic management, policy analysis and development.
DUTIES: Coordinate the development and implementation of comprehensive M&E policy, frameworks and relevant strategies, guidelines to enable fully effective and functioning M&E Directorate. Coordinate and lead the departmental performance review sessions. Attend the national M&E steering committee meetings and advise the management on the latest trends in the M&E terrain. Serve as performance information specialist; review the performance objectives, indicators and SMART targets on the draft APP and SP and advise the management on the performance thereof against the department strategy. Serves as central person, between management and quality assurance provider such AGSA, Internal Audit in coordination and reporting on the performance information findings. Develop action plans to reduce findings. Create reliable and user friendly data repository for the performance information. Benchmark with other government departments and develop departmental performance information tools and template, ensuring the department is abreast with developments. Review, analyse branches performance and prepare the performance reports such as monthly, quarter and annual reports and other required reports. Assist in managing the performance of M&E Directorate against its plan, budgets and other resources and supervise subordinates. Report on the progress made in the implementation of the monitoring and evaluation system to inform DAC planning.

ENQUIRIES: Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/07: DEPUTY DIRECTOR: COMMUNICATION REF NO: 25/2018
Chief Directorate: Communications and Marketing
Branch: Corporate Services

SALARY: An all-inclusive remuneration salary package of R657 558 per annum, consisting of a basic salary (70/75% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Communication, Public Relations, Marketing or equivalent qualification, 3-5 years’ experience in communication, Good communication and interpersonal relations., Computer proficient, Project and programme management skills, Knowledge of Government Communication System, Presentation skills, Familiarity with government cluster system, Planning and organizing skills, Public relations and marketing skills.

DUTIES: The incumbent of this position will be responsible for the following: Establish database of all stakeholders within the sector and work closely with them in matters that involve the DAC, Generate information/documents for the DAC inter-departmental forums such cabinet briefings, Government Communicators Forum, etc., Attend strategic planning meetings of the programme and proactively communication activities of their projects, Provide administrative support on structure such as government communicators forum, pre-cabinet meetings, post cabinet meetings, inter-departmental communications teams, etc. coordinated by GCIS, Establish a plan regarding the standing interaction with the GCIS, DAC programmes and other relevant structures, Facilitate liaison with DAC and its stakeholders such as GCIS transversal campaigns (Imbizo, letsema, etc.), develop communication strategies, write media statements / releases, manage media events, e.g. media briefings and launches, manage media planning and buying, Develop content for the unit, adverts, scripts cabinet briefings etc. and manage media relations for the unit.

ENQUIRIES: Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

POST 12/08: CHIEF LANGUAGE PRACTITIONER: TERMINOLOGY CO-ORDINATION: TSHIVENDA REF NO: 26/2018

SALARY: R334 545 per annum

CENTRE: Pretoria

REQUIREMENTS: A 3 year Degree or National Diploma or equivalent qualification with Tshivenda as a major subject, at least 2 - 3 years experience in terminological/lexicographical work. Further Requirements: Specialist
knowledge in Tshivenda, Good communication skills (verbal and written), Technical skills, Problem solving and Analysis, Advanced computer skills, Planning and organising skills, Flexibility, Personal motivation skills, Interpersonal skills, Project management skills, Knowledge of the Guidelines on Terminology Development and Coordination, Knowledge and understanding of the National Language Policy Framework, Problem solving skills.

**DUTIES**

The purpose of this post is to ensure that multilingual technical/scientific terminology is rendered in Tshivenda, Advanced production of source language content, Advanced production of target language content, Terminology management system administration (TMS), Planning and Coordination of terminology projects, Supervisory duties.

**ENQUIRIES**

Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

**POST 12/09**

**ASSISTANT DIRECTOR: FILING SYSTEMS REF NO: 27/2018**

National Archives of South Africa

**SALARY**

R334 545 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3 year Degree/National Diploma in the relevant field with appropriate major subject such as History, Public Administration or Information Management, A relevant postgraduate qualification such as Archival Studies/Information Management would be an advantage. 5 Years archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspections. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No 43 of 1996 (as amended) and other legislation which impact on records management. Knowledge of records classification systems and principles, international standards and best practices, Training strategies, methods and best practices, Supervisory and management principles, Organising and planning skills, Computer literate, People management and empowerment, Problem solving skills, Good communication and interpersonal relations.

**DUTIES**

The purpose of this post is to ensure that governmental bodies implement and maintain filing systems that are approved by the National Archives to support sound records management. The incumbent will be responsible for the following: Manage the Filing System Division, Manage the process of developing file plans for Ministries, Deputy Ministries, government departments and statutory bodies on national level, Provide guidance and advice on filing systems, Monitor and evaluate file plans, Train employees, Provincial Archivists and Archivists from other African countries on how to evaluate file plans, Supervise and mentor internal records management in the NARSSA with specific reference to its file plan

**ENQUIRIES**

Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637

**POST 12/10**

**ARCHIVIST: PRESERVATION REF NO: 28/2018**

National Archives of South Africa

**SALARY**

R226 611 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3 year Degree/National Diploma in Archival Science or equivalent qualification. Preservation Training will be an added advantage. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No. 43 of 1996 (as amended) and other relevant legislation which impacts on Archives, Good knowledge of scanning, bookbinding, repairs of Archival material, laminating, encapsulation, mounting and Computer Skills.

**DUTIES**

The purpose of this post is to provide curative and preventive conservation service for all bound archival holdings thereby contributing to the long – term preservation of archival records within the National Archives; the incumbent will be responsible for the following: Conservation of bound and unbound archival material, Reformatting, Participation on institution-wide Preservation Programmes.

**ENQUIRIES**

Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637
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<td><strong>CENTRE</strong></td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A 3 year Degree/National Diploma in Archival Studies or equivalent qualification. Further Requirements: Knowledge of the National Archives and Records Service of South Africa Act No. 43 of 1996 (as amended) and other relevant legislation which impacts on archives, Client Services, Customer Care, Computer Skills and, Court Enquiries.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The incumbent will be responsible for the following: The sorting, marking and boxing of public and non-public records, Listing the records according to archival principles, Writing of the administrative outline, Describing and indexing of records regarding the donations, Assistance to Researchers using the Reading Room, Handling of Telephonic and written enquiries, Handling payments by researchers, and provision of statistics regarding data coding forms, etc., for the reports generated for the NARSSA.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms S Botha, Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Tel 012 441-3646 / 3730 / 082 324 3637</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Pretoria</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A three year Bachelor's Degree/National Diploma in Public Management and Administration or Public Administration, 1-2 years relevant experience, knowledge of administrative procedures, policies, prescripts relation to international relations and investing in culture, knowledge of office administration, good communication and interpersonal relations, computer literacy.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The purpose of this post is to provide an efficient and effective administrative support to the Chief Directorates, Preparation of submissions for the Chief Directorates, manage the workflow in the Office, provide administrative support services with regard to financial administration, personnel administration and provisioning administrative matters, take minutes and records of proceedings of the Chief Directorates meetings and follow-up on activities / decisions, Arrange seminars, conferences and workshops, perform any other office administration task as instructed by the Chief Directors, Implement and maintain an electronic document management system, render specific support to the Chief Directors with regards to monitoring and evaluation of the Chief Directorates activities.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
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<td><strong>SALARY</strong></td>
<td>R226 611 per annum</td>
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<td>Pretoria</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A three year Bachelor's Degree/Diploma in Social Science, 1-2 years relevant experience, Good communication (verbal and written) skills, Knowledge and relevant legislation applicable to the cultural and creative industries sector, Interpersonal skills and client oriented focus.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The purpose of this post is to implement arts and culture programmes, identify, develop and promote emerging artists, implementing projects related to performing, create awareness programmes for performing, conduct needs analysis and provide professional advice on performing arts sector, render administrative functions in relation to programmes that are implemented.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
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ANNEXURE B

CENTRE FOR PUBLIC SERVICE AND INNOVATION

It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference.

APPLICATIONS: quoting reference number must be addressed to Mr Malesela Matjeke. Applications must be delivered to Centre for Public Service Innovation, Corner Lenchen & Von Willigh Avenue, Corporate 66 Office Park, Block A, Ground Floor, Die Hoewes, Centurion, 0157 or posted to, Postnet Centurion, Suite 404, Private Bag X111, Centurion, 0046

CLOSING DATE: 06 April 2018 at 16:00 (Faxed and emailed applications will not be considered).

NOTE: 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 form Z.83 accompanied by certified copies of all qualification(s) referred to within the CV, certified Identity Document. Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. All 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

POST 12/14: DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: CPSI/2018/0002

SALARY: R657 558 per annum (Level 11). Annual progression up to a maximum salary of R774 576 per annum is possible, subject to satisfactory performance.

CENTRE: Centurion

REQUIREMENTS: Recognized B. Degree in Business/Public Administration, Economics and/or equivalent qualifications, postgraduate qualification will be an added advantage and at least Four (4) years in Strategic Management experience, of which two (2) years should be management or supervisory level in Strategic Management and lower middle management level. Knowledge of Public Service Policy Framework, Public Service Regularly Framework, Strategic Management policies, practices and procedures, Auditor General Operations and the Office of the Accounting General. Analyse organisational performance and provide strategic inputs. Advanced Computer skills, in particular MS Power Point. Managerial skills required including Strategic thinking, Innovative and Creative thinking, Programme management, financial management, Planning and organizing and Team leadership.

DUTIES: Strategic planning, facilitate and compile the departmental targets and compliance process. Compile reports within the Units internally. Manage the Risk and Audit Committee and Executive meetings. Compile and draft the Annual Performance Plan. Compile Parliamentary responses and prepare the presentation of quarterly reports. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willingness to work under pressure, with tight deadlines and long working hours. Ability to communicate, present with external and internal. Good interpersonal skills, analytical skills, initiative and teamwork.

ENQUIRIES: Mr Matjeke 012 683 2813

POST 12/15: SUPPLY CHAIN MANAGEMENT OFFICER REF NO: CPSI/2018/0003

SALARY: R226 611 per annum (Level 7). Annual progression up to maximum salary of R266 943 per annum is possible subject to satisfactory performance.

CENTRE: Centurion
**REQUIREMENTS**: Recognized three year National Diploma in Supply Chain Management or equivalent qualification at NQF level 6, coupled with 3 to 5 years’ experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant regulations; ability to maintain high level of confidentiality, In-depth knowledge of financial systems, Knowledge of Supply Chain Management Strategies, Policies, Procedures and Systems, must have extensive knowledge and experience of LOGIS and Central Supplier Database.

**DUTIES**: The incumbent will assist with the overall management of the unit; implementing the demand plan for financial year; Provide administrative procurement support to all stakeholder; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure proper filing and safe keeping of documents; Capture payments on LOGIS. Verify bank details, correctness of invoices, order receipt voucher and attached documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and perform other duties as delegated by the supervisor; Provide asset management services; capture invoices and asset details on LOGIS system including tagging of new assets. Maintain moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury.

**Personal Profile**: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Attention to detail and quality. A self-starter and willingness to work under pressure, Openness and transparent. Ability to communicate, present with external and internal. Good interpersonal skills, initiative and teamwork.

**ENQUIRIES**: Mr Matjeke 012 683 2813
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 this 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: cogta07@ursonline.co.za; or via fax: 086 415 5709.

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

CLOSING DATE: 17 April 2018

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. 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.

OTHER POST:

POST 12/16: RISK OFFICER: INTERNAL AUDIT REF NO: 23746/01

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

CENTRE: Pretoria


DUTIES: The incumbent will perform the following duties: Conduct a risk assessment process and resultant risk profile of the Department. Implement risk management, ethics and fraud prevention policies and strategies. Align the risk management process to strategic objectives and business plans of the Department. Monitor and evaluate the status of operational risk management and adherence to risk management processes within the Department. Coordination of ethics and fraud prevention activities and coordination of business continuity management.

ENQUIRIES: Ms Nqobile Bembe, Tel. 012 334 0959.
NOTE

The advertisement(s) contained herein 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 12/17 : ADMINISTRATION OFFICIAL: PRODUCTION, REF: DID/05/18

SALARY : R152 862 per annum (Level 5).
CENTRE : Defence Inspectorate Division, Liberty Building, Pretoria.
REQUIREMENTS : A minimum of Grade 12 certificate or equivalent. A valid driver's licence will be an added advantage. The candidate must be computer literate. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively.

DUTIES : Record, organise, store, capture data (quantitative morale questionnaires). Handle routine qualitative and quantitative morale routine enquiries, make photocopies and receive and send facsimiles, distribute documents (reports), compile and dispatch letters/morale fieldwork schedule and research instructions, packing of quantitative questionnaires, consult clients with regard to qualitative and quantitative morale surveys (arrangements to conduct a physical morale survey at the specified Service, Division, Formation, Unit, Base and Ship), conduct physical qualitative and quantitative morale surveys at specified Service, Division, Formation, Unit, Base and Ship, co-ordinate returned quantitative questionnaires and manage all quantitative morale survey administration enquiries. Conduct morale focus group (qualitative research) interviews at specified Service, Division, Formation, Unit, Base and Ship after which a morale report will be compiled.

ENQUIRIES : Lt Col. N.J. Kekana, Tel: (012) 312 4718.
APPLICATIONS : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria CBD.
CLOSING DATE : 20 April 2018 (Applications received after the closing date and faxed copies will not be considered).
POST 12/18 : SENIOR SECRETARY, REF: SECDEF/10/18

SALARY : R152 862 per annum (Level 5).

CENTRE : Defence Headquarters, Erasmuskloof, Pretoria.

REQUIREMENTS : Qualifications: Diploma/Certificate/NQF 5 in Secretarial qualification plus three to five (3 - 5) years’ relevant experience in rendering support service to Senior Management. A valid driver’s license is an advantage. Competencies: Planning and organisational skills. Good Communication skills (verbal, written and the ability to communicate well with people at different levels). Good telephone etiquette. Computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook). High level of reliability and the ability to act with tact and discretion. The ability to be creative and innovative. Basic research and analytic skills. Will be required to obtain a Secret Security Clearance within a year.

DUTIES : Provide a secretary’s support to the Chief Director in the office of Secretary for Defence. Management of diary, travel and accommodation arrangements. Perform general administration in the office of the Chief Director. Write routine reports and letters. Manage and coordinate incoming and outgoing official correspondences. Provide support to the Chief Director regarding meetings. Perform related duties when required. Remain abreast with prescripts/policies and procedures applicable to the Chief Director’s work terrain to ensure efficient and effective support.

ENQUIRIES : Mr S. Khosa, Tel: (012)355 5159.

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

NOTE : All the short-listed candidates will undergo a competency test.

CLOSING DATE : 13 April 2018 (Applications received after the closing date and faxed copies will not be considered).
The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS

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

FOR ATTENTION

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

CLOSING DATE

11 April 2018

NOTE

Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions). GPW is committed to equality, employment equity and diversity. In accordance with the employment equity goals and targets, preference may be given, but not limited to, candidates from underrepresented designated groups. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 12/19

ICT PRODUCTION SPECIALIST: REF NO: (GPW 18/18) (2 POSTS)

SALARY

R657 558 per annum (all-inclusive salary package) (Level 11)

CENTRE

Pretoria

REQUIREMENTS

Relevant Degree/National Diploma in Information Technology/Computer Science/ Information Systems or equivalent NQF 6 qualification with minimum of 5 years applicable experience in ICT applications development, implementation, support and maintenance / enhancements environment., Knowledge of installing, configuring and troubleshooting Microsoft SharePoint 2010/Kofax Capture 10/SQL or higher, Knowledge of using Microsoft Dynamics, Microsoft SQL database development/K2 administration and troubleshooting, Experience using SharePoint designer, Knowledge of workflow tools such as K2/Nintex and MS Dynamics, Knowledge of Microsoft CRM, Kofax 10 certificate will be an added advantage.

DUTIES

Analysing, developing, deploying, maintaining and supporting existing and new applications/systems, Perform unit and integration testing and fix bugs or defects on business applications, Manage integration systems that resides at the centre of the core business systems, Assisting in user acceptance testing on the developed/ changes on existing business applications, Ensure the successful document creation using desktop printing tools, Document applications built in terms of program development, logic, coding and corrections, Provide detailed reports to business, Assist in developing training manual and training user for new implemented business applications, Provide technical assistance to business teams using different technologies that form part of the business core system, Report to the Change Advisory Board for any change requests for any system technology changes, Troubleshoot functional and technical incidents occurring within SharePoint, Excellent working knowledge of computerized production systems, Developing business applications in line with Systems Development Life Cycle and ensure it meets business requirements, Liaise with end users, software vendors and programmers in order to achieve these outcomes, Use analysis and design techniques to solve business problems through information technology, Design systems to implement changes, and train others to effectively use the
systems, Ensure all personalization equipment is available for production and run at optimum capacity, Analysing, developing, deploying, maintaining and supporting existing and new applications/systems, Ensure the downtime of computerized production systems are limited to the minimum, Evaluating and analysing user requests and business requirements to developed applications within the business environment.

ENQUIRIES : Mr. A. Apleni, Tel No. (012) 748 6090
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION
Ms M Shitiba

CLOSING DATE
09 April 2018 Time: 12:00pm Mid-Day

NOTE
Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST
POST 12/20
PERSONAL ASSISTANT III (REF NO: NDOH 15/2018)
Branch: Health Regulation and Compliance Management.

SALARY
R281 418 per annum (plus competitive benefits)

CENTRE
Pretoria.

REQUIREMENTS
A Senior Certificate or equivalent NQF 4 certificate plus a three year qualification in Office Administration or related fields. At least five (5) years’ experience in rendering secretarial/personal assistant duties of which three years should have been rendering executive support service to senior management. Knowledge and experience in general office and provisioning administration. Basic knowledge of financial administration. Knowledge and application of relevant Public Service legislations/policies/prescripts and procedures. Good communication (verbal and written), telephone etiquette, organisation, planning, people, motivation, language, presentation and computer skills (MS Office packages).

DUTIES
Provide secretarial/receptionist support services to the Deputy Director-General. Ensure that office equipments are in good working condition. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Deputy Director-General. Provide support to the Deputy Director-General regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Record minutes/decisions and communicates to relevant role-players and follow-up on progress made. Provide support with regards to the administration of the budget in the office of the Deputy Director-General. Keep records of expenditure commitments, monitor expenditure and alert Deputy Director-General of possible over and under spending. Ensure application of relevant Public Service and Departmental prescripts/policies.

ENQUIRIES
Mr S Theka at Tel No (012) 395 8962.

NOTE
Please note that shortlisted candidates will be subjected to a practical computer test on the day of the interview.
The College of Cape Town, a preferred Technical Vocational Education and Training provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country’s skills development needs.

APPLICATIONS: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

CLOSING DATE: 06 April 2018, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

OTHER POSTS

POST 12/21: MECHANICAL (NCV & NATED): PROGRAMME MANAGER REF NO: MECH P3/1/2018

SALARY: Starting salary: R367 773 – R836 139 per annum (Plus Benefits) Post Level 3

CENTRE: College of Cape Town TVET

REQUIREMENTS: 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession or equivalent. A relevant trade test qualification. Teacher's qualification. Five years relevant teaching experience in the TVET Sector. Two years management experience of NC (V) and Report 191 programmes. Computer Literacy in MS Office (Word, Excel and PowerPoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver's license. Recommended: Registered Assessor and Moderator. SACE registered. Knowledge of College programmes/qualifications.

DUTIES: Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College’s partnerships and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop course content to keep abreast of industry requirements. Manage cost of the unit’s budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implementation and management functions related to the Occupational Training Unit and its delivery targets and outcomes.

ENQUIRIES: Siphokazi Funda/Samantha Valelo (021) 404 6710/61

POST 12/22: BUSINESS STUDIES NC (V): PROGRAMME MANAGER REF NO: BUS P3/2/2018

SALARY: Starting salary: R367 773 – R836 139 per annum (Plus Benefits) Post Level 3

CENTRE: College of Cape Town TVET
**REQUIREMENTS**

3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession or equivalent. Teacher qualification. Five years relevant teaching experience in the TVET Sector. Two years management experience of NC (V) and Report 191 programmes. Computer Literacy in MS Office (Word, Excel and PowerPoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver’s license.

**DUTIES**

Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College’s partnership and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop Course content to keep abreast of industry requirements. Manage cost of the unit’s budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implement and manage functions related to the Occupational Training Unit and its delivery targets and outcomes.

**ENQUIRIES**

Siphokazi Funda/Samantha Valelo (021) 404 6710/61

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**POST 12/23**

**MECHANICAL NC (V) AND REPORT (SENIOR LECTURER) REF NO: MECH P2/2/2018**

**SALARY**

Starting salary: R308 877 – R772 176 per annum (Plus Benefits) Post level 2

**CENTRE**

College of Cape Town TVET

**REQUIREMENTS**

Matric & a relevant qualification. 3 years appropriate teaching experience in NC (V) or Report 191 subjects related to the field. Valid Code 08 driver’s license (compulsory). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver’s license. Recommended: Registered Assessor and Moderator. SACE registered. Knowledge of College programmes/qualifications.

**DUTIES**


**ENQUIRIES**

Siphokazi Funda/Samantha Valelo (021) 404 6710/61

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**POST 12/24**

**BUSINESS STUDIES (NC (V) & NATED) (SENIOR LECTURER) REF NO: BUS P2/3/2018**

**SALARY**

Starting salary: R308 877 – R772 176 per annum (Plus Benefits)

**CENTRE**

College of Cape Town TVET

**REQUIREMENTS**

Matric & a relevant qualification. 3 years appropriate teaching experience in NC (V) or Report 191 subjects related to the field. Valid Code 08 driver’s license (compulsory). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver’s license.

**DUTIES**


**ENQUIRIES**

Siphokazi Funda/Samantha Valelo (021) 404 6710/61

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**POST 12/25**

**EDUCATION AND TRAINING LECTURER (SENIOR LECTURER) REF NO: ECD P2/1/2018**

**SALARY**

Starting salary: R308 877 – R772 176 per annum (Plus Benefits) Post Level 2

**CENTRE**

College of Cape Town TVET
REQUIREMENTS: Matric & a relevant Teachers qualification majoring in ECD or Foundation Phase or an equivalent qualification relevant to the ECD field. 3 years appropriate teaching experience related to the field Valid Code 08 driver’s license (compulsory). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver’s license. Recommended: Registered Assessor and Moderator. SACE registered.


ENQUIRIES: Siphokazi Funda/Samantha Valelo (021) 404 6710/61

POST 12/26

STARTING SALARY: R185 769 per annum (Plus Benefits) Post level 1

CENTRE: College of Cape Town TVET


DUTIES: Teaching qualification. 2 years relevant lecturing experience in theoretical and practical learning programs.

ENQUIRIES: Siphokazi Funda/Samantha Valelo (021) 404 6710/61
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. 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.

CLOSING DATE: 09 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.

MANAGEMENT ECHELON

POST 12/27: REGIONAL HEADS: 3 POSTS

SALARY: R1 127 334 – R1 347 879 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Offices:
- Gauteng, REF NO: 18/45/GP/CS (1)
- Eastern Cape (1) REF NO: 18/46/EC/CS
- KwaZulu-Natal (1) REF NO: 18/47/KZN/CS

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA/ LLB, At least 5 years’ experience at senior managerial level; Relevant work experience in the field of public administration, understanding of Constitutional matters and International law will be an added advantage; knowledge of criminal, civil and family cases; Knowledge of service delivery, improvement models and human resource practices; Knowledge of Legal and Administration Processes; Knowledge of the Public Finance Management Act, 1999, prescripts and Regulations; A valid driver’s licence, Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills.

DUTIES: Manage the administration of court support operations, security services and facilities management; Manage the provisioning of legal advisory and administration services; Manage effective utilization of resources in the Regional Office; Manage and monitor the provision of human resource management services; Build and maintain professional relationships with internal and external stakeholders within the region and act as a representative of the Department in relevant provincial structuring; Take leadership and overall management of the region to ensure high standard of performance are maintained and service delivery is continually improved.

ENQUIRIES: Ms M Kganyago ☎ (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number.
POST 12/28: DIRECTOR: COURT OPERATIONS 4 POSTS

SALARY: R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Offices:
- Gauteng (1), REF NO: 18/41/GP/CS
- Northern Cape (1) REF NO: 18/42/NC/CS,
- Western Cape (1) REF NO: 18/43/WC/CS
- East London (1) REF NO: 18/44/EC/CS

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Administration as recognised by SAQA, At least 6 years’ experience of which 5 years must be at middle/senior managerial level; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills.

DUTIES: Manage court operations, case flow and administrative support; Manage court facilities, security service and monitor risk areas at courts environment in the Region; Manage quality assurance and auxiliary services in the Region; Manage court stakeholders, customer relations and effective utilization of resources in the Region; Manage efficient language and interpreting services for all courts in the Region; Provide effective people management.

ENQUIRIES: Gauteng: Mr S T Ledwaba (011) 332 9015
Northern Cape: Ms C Adams (053) 802 1343
Western Cape: Ms R Hendricks (021) 462 5471
Eastern Cape: Mr M Mthombeni (043) 721 2783

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number

POST 12/29: DIRECTOR: HUMAN RESOURCE 3 POSTS

SALARY: R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office
- Western Cape (1), REF NO: 18/35/WC/HR
- Gauteng (1) REF NO: 18/36/GP/HR
- East London (1) REF NO: 18/37/EC/HR

REQUIREMENTS: A undergraduate qualification (NQF Level 7) as recognized by SAQA; At least 6 years human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation, prescripts and frameworks of the department; A valid driver’s license; Skills and Competencies: Strategic Capabilities and leadership; Project Management Planning and organizing; Financial management and change management; Research and Knowledge management; Service Delivery Innovation; Analytical and problem solving; People management and Empowerment; Client Orientation and customer focus; Communication skills; Computer Skills (MS Office) Presentation and facilitation.

DUTIES: Manage the implementation of human resource related function in the Region; Manage the Development and implementation of strategic human resources processes and HR policies in the Region; Manage and facilitate the efficient labour relation services in the Region; Administer organization development; Facilitate Health and Wellness Programme; Manage performance and skills development programmes; Manage effective utilization of resources in the Region.

ENQUIRIES: Ms M Kganyago (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address:
NOTE: Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number.

POST 12/30: DIRECTOR: FINANCE 3 POSTS

SALARY: R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office:
Northern Cape (1), REF NO: 18/38/NC/CS
Free State (1) REF NO: 18/39/FS/CS
Western Cape (1) REF NO: 18/40/WC/CS

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Finance/B.Com in Public Finance or Auditing recognized by SAQA; Five (5) years’ experience at middle/senior managerial level; Experience in revenue & debt management and financial reporting; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practice other (GAAP) and Public Services Regulations; A valid driver’s license. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Computer skills (Ms Office) presentation and facilitation.

DUTIES: Manage the design, implementation and maintenance of the Regions strategic plans; Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals; Ensure effective management of accounts receivables as well as the implementation and maintenance of debt risk management systems; Manage the compilation of accounts receivable financial reports and all clients are timely billed; Manage compilation of financial reports and GAAP accounting of leases; Provide management support to the line manager with compilation of annual financial statements and collate all the regions sub-directorate financial reports; Oversee timely resolution of audit queries and facilitate capacity building initiatives.

ENQUIRIES: Northern Cape: Ms C Adams ☎ (053) 802 1343
Western Cape: Ms R Hendricks ☎ (021) 462 5471
Free State: Ms M Mofubelu ☎ (051) 407 1806

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X61, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number.
DEPARTMENT OF LABOUR

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

CLOSING DATE : 11 April 2018

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

MANAGEMENT ECHELON

POST 12/31 : DIRECTOR: PUBLIC EMPLOYMENT SERVICES 8 POSTS

SALARY : R948 174 per annum (All inclusive)

CENTRE : Provincial Office:
Gauteng-Ref No: HR4/4/18/20GP
Eastern Cape-Ref No: HR4/4/18/21EC
Western Cape -Ref No: HR4/4/18/22WC
Kwazulu-Natal-Ref No: HR4/4/18/23KZN
Limpopo-Ref No: HR4/4/18/24LP
Mpumalanga-Ref No: HR4/4/18/25MP
North-West-Ref No: HR4/4/18/26NW
Northern Cape Cape-Ref No: HR4/4/18/27NC


DUTIES : Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Manage work seeker and employer services (registration of work seekers and employment counselling) within the Province. Provide leadership and technical support on all areas of public employment services.
Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate PES in the Province.

**ENQUIRIES**
Mr. X Sicwebu, Tel: (012) 309 4382

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

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

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**OTHER POSTS**

**POST 12/32**
**PRINCIPAL PSYCHOLOGIST (9 POSTS)**

**SALARY**
R919 467 per annum (OSD)

**CENTRE**
Provincial Office:
Northern Cape: Ref No: HR4/4/1/51(1 post)
Free State: Ref No: HR4/4/8/52(1 post)
North-West: Ref No: HR4/4/9/24(1 post)
Mpumalanga: Ref No: HR4/4/7/41(1 post)
Limpopo: Ref No: HR4/4/6/13(1 post)
KwaZulu-Natal: Ref No: HR4/4/5/55(1 post)
Eastern Cape: Ref No: HR4/4/8/17(1 post)
Western Cape: Ref No: HR4/4/10/30(1 post)
Gauteng: Ref No: HR4/4/4/22(1 post)

**REQUIREMENTS**

**DUTIES**
Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

**ENQUIRIES**
Ms. N Tetjana, Tel: (046) 645 770
Ms. LB Mduduma, Tel: (046) 761 3151
Mr. XT Madikane, Tel: (049) 892 2142
Ms. Z Maimane, Tel: (021) 441 8125
Ms. M Van Zyl, Tel: (011) 853 0503
Ms. Z Mazibuko, Tel: (031) 366 2052
Mr. T Mokoena, Tel: (018) 387 8100/8128
Mr. MS Magwasha, Tel: (015) 2901742
Ms. L Masombuka, Tel: (013) 655 8800
Mr. MA Senakhomo, Tel: (053) 8381545
Ms. NP Douw-Jack, Tel: (051) 505 6203

**APPLICATIONS**
Post: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road For Attention: Sub-directorate: Human Resource Management, Kimberly

Post: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 For Attention: Sub-directorate: Human Resources Management, Limpopo

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

Post: For Attention: Sub-directorate: Human Resources Management, Bloemfontein

Post: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho For Attention: Sub-directorate: Human Resources Management, Mmabatho

Post: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street,
### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 12/33</th>
<th>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/8/309</th>
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<tbody>
<tr>
<td><strong>LABOUR CENTRE</strong></td>
<td>Upington</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R779 295 per annum (All inclusive)</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. ZL Albanie, Tel: (053) 8381 500</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road</td>
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<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resource Management, Kimberly</td>
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<tr>
<th>POST 12/34</th>
<th>SPECIALIST: HEALTH AND HYGIENE REF NO: HR 4/18/03/33HO</th>
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</thead>
<tbody>
<tr>
<td><strong>DIRECTORATE</strong></td>
<td>Occupational Health and Hygiene</td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R779 295 per annum (All inclusive)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Head office</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Provide input into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Act, regulations and Standards. Conduct complex inspections for Health and Hygiene regularly as per OHS programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Safety.</td>
</tr>
</tbody>
</table>
Hygiene. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Ms. HDD Huna, Tel: (012) 309 4148
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 12/35: DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HR4/4/2DDRM/UIF
Unemployment Insurance Fund

SALARY: R657 558 per annum (all inclusive)
CENTRE: Pretoria

DUTIES: Manage the implementation of records management policies and systems. Manage the facilitation of records management workshops. Manage the provision of registry services. Manage the provision of effective records management systems. Manage the disposal of records in accordance with National Archives and Records Services of South Africa Act. Manage the resources (Human, Finance, Equipment / Assets) in the sub-directorate.

ENQUIRIES: Ms MM Ramoshaba, Tel: 012 337 1412/1463
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 12/36: DEPUTY DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES (2 POSTS)
REF NO: HR 4/18/03/50HO
Chief Directorate: Financial Management

SALARY: R657 558 per annum (All inclusive)
CENTRE: Head Office

DUTIES: Manage, monitor and advise SOEs (State Owned Entities) on corporate governance compliance matters. Manage, monitor and advise SOEs on governance and financial oversight. Evaluate financial performance and positions of businesses in determining the affordability of Ministerial variations of sectoral determinations. Manage and supervise the resources of the directorate.

ENQUIRIES: Mr. FS Petersen, Tel: (012) 309 4287
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 12/37 : DEPUTY DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR 4/18/03/72HO
Directorate: Monitoring and Evaluation

SALARY : R657 558 per annum (All inclusive)
CENTRE : Head Office

DUTIES : Provide technical advice and monitor the alignment of Provinces Strategic Plans with the Department, National Priorities and Planning. Facilitate and coordinate the review of the Provincial Strategic Plans. Develop, implement and maintain service delivery Monitoring and Evaluation Tool for the Provinces. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES : Ms. NSF Sigaba, Tel: (012) 309 4545
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 12/38 : PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE1) REF NO: HR4/18/03/9HO
Branch: Public Employment Services

SALARY : R514 476 per annum (OSD)
CENTRE : Head Office

DUTIES : Support the provision and implementation of employment counselling services. Develop employment counselling resource materials. Provide and implement recruitment, psychometric assessment and selection. Participate in the Subsidy Schemes for People with Disabilities. Manage operations and personnel resources of the employment counselling support.

ENQUIRIES : Moramang Hlalele, Tel: (012) 309 4734
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 12/39 : PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE1) (31 POSTS)

SALARY : R514 476 per annum (OSD)
CENTRE : Fort Beaufort – Ref No: HR 4/18/4/1 (1 post)
Graaf-Reinet– Ref No: HR 4/18/4/2 (1 post)
Mdantsane- Ref No: HR4/18/4/3 (1 post)
Estcourt–Ref No: HR 4/4/8/171 (1 post)
Pinetown- Ref No: HR4/4/8/172 (1 post)
Richmond-Ref No: HR4/4/8/173(1 post)
Ulundi-Ref No: HR4/4/8/174(1 post)
Verulam-Ref No: HR4/4/8/175(1 post)
Alberton - Ref No: HR4/4/4/10 (1 post)
Brakpan - Ref No: HR4/4/4/11 (1 post)
Carltonville - Ref No: HR4/4/4/12 (1 post)
Nigel - Ref No: HR4/4/4/13 (1 post)
Roodepoort - Ref No: HR4/4/4/14 (1 post)
Vanderbijlpark - Ref No: HR4/4/4/16 (1 post)
Harrismith - Ref No: HR4/4/9/17 (1 post)
Petrusburg - Ref No: HR4/4/9/18 (1 post)
Roodepoort - Ref No: HR4/4/4/14 (1 post)
Sebokeng - Ref No: HR4/4/4/15 (1 post)
Vanderbijlpark - Ref No: HR4/4/4/16 (1 post)
Harrismith - Ref No: HR4/4/9/17 (1 post)
Petrusburg - Ref No: HR4/4/9/18 (1 post)
Zastron - Ref No: HR4/4/9/19 (1 post)
Groblersdal - Ref No: HR4/4/6/20 (1 post)
Lebowakgomo - Ref No: HR4/4/6/21 (1 post)
Seshego - Ref No: HR4/4/6/22 (1 post)
Barberton - Ref No: HR4/4/7/23 (1 post)
Bhal - Ref No: HR4/4/7/24 (1 post)
Lydenburg - Ref No: HR4/4/7/25 (1 post)
Sable - Ref No: HR4/4/7/26 (1 post)
Mogwase - Ref No: 4/4/3/31 (1 post)
Krynna - Ref No: HR4/4/10/41 (1 post)
Mossel Bay - Ref No: HR4/4/10/42 (1 post)
Paarl - Ref No: HR4/4/10/43 (1 post)
Worcester - Ref No: 4/4/10/44 (1 post)

REQUIREMENTS


DUTIES

Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES

Ms. N Tetjana, Tel: (046) 645 770
Ms. LB Mnduma, Tel: (046) 761 3151
Mr. XT Madikane, Tel: (049) 892 2142
Ms. Z Maimane Tel: (021) 441 8125
Ms. M Van Zyl, Tel: (011) 853 0503
Ms. Z Mazibuko, Tel: (031) 366 2052
Mr. T Mokoena, Tel: (018) 387 8100/8128
Ms. T Maluleke, Tel: (015) 2901662
Ms. L Masombuka, Tel: (013) 655 8800
Ms. S Irwin, Tel: (053) 8381515

APPLICATIONS

Post: Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Cnr Compound and Priel Road For Attention: Sub-directorate: Human Resource Management, Kimberly
Post: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 For Attention: Sub-directorate: Human Resources Management, Limpopo
Post: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resources Management, Bloemfontein
Post: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho For Attention: Sub-directorate: Human Resources Management, Mmabatho
Post: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein for Attention: Sub-directorate: Human Resource Management, Gauteng
Post: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeek and Long Street for Attention: Sub-directorate: Human Resources Management, Western Cape
Post: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni
Post: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

**POST 12/40**

**ASSISTANT DIRECTOR: FINANCE AND PROVISIONING**

**REF NO:** HR4/4/02/19

**SALARY:** R334 545 per annum

**CENTRE:** Provincial Officer: Braamfontein


**DUTIES:** Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations, etc. Manage procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Develop and monitor the implementation of assets management system. Manage all resources of the

**ENQUIRIES**

Ms. CL Ngwane, Tel: (011) 853 0300

**APPLICATIONS:** Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

**FOR ATTENTION:** Sub-directorate: Human Resources Management, Gauteng Directorate.

**POST 12/41**

**ASSISTANT DIRECTOR: SUPPORT SERVICES**

**REF NO:** HR4/4/5/11

**SALARY:** R334 545 per annum

**CENTRE:** Provincial Office: Kwazulu-Natal

**REQUIREMENTS:** Three (3) year qualification in Office Management / Administration / Public administration. Two (2) years supervisory experience. Two (2) years functional experience in office support environment. Valid driver's licence. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

**DUTIES:** Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour centre verification and audit to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Provincial Chief Inspector. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the Provincial Chief Inspector. Attend to DG and Ministerial enquiries.

**ENQUIRIES**

Mr. EM Khambula, Tel: (031) 366 2203

**APPLICATIONS:** Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

**FOR ATTENTION:** Sub-directorate: Human Resources Management, Kwazulu-Natal

**POST 12/42**

**AUDIT AND RISK COMMITTEE CHAIRPERSON**

**REF NO:** HR4/4/3/3ARCC/UIF

Unemployment Insurance Fund

**SALARY:** Members will be remunerated according to rates (market related) approved by the Department

**CENTRE:** Pretoria
REQUIREMENTS : Applicants are invited for an experienced candidate with CA (SA), (CIMA) or any other relevant professional financial qualification, for appointment as the Chairperson of the Audit and Risk Committee of the Unemployment Insurance Fund (UIF). An applicant must be registered with a professional body of his/her expertise. Knowledge and experience in Investments and Financial Markets will be added as an advantage. Applicants must further have expertise in Insurance, COSO model, COBIT Framework, King IV, Public Sector Risk Management Framework, and extensive leadership and experience in serving on the Risk/Audit Committees. Candidates should have experience in GRAP Financial statements, governance, risk management and controls for more than ten (10) years. Applicant may not be in employment with the Department of Labour, UIF, or other entities of the department of Labour. The applicant should be independent, objective and knowledgeable on the status of their positions as a chairperson of the Audit and Risk Committee.

DUTIES : Chairperson of the Audit and Risk Committee shall also serve as an Audit Committee member of the Department of Labour. The Chairperson should provide leadership in the audit committee meetings, prepare Audit and Risk Committee reports and interrogate management reports. The chairperson shall also be responsible to prepare a UIF quarterly audit and risk committee report and present it to the Department of Labour audit committee and or Director General and will also be expected to attend and present his report on quarterly basis to UIF Advisory Board. It will be the responsibility of the Chairperson to ensure that all the responsibilities or the roles of the audit and risk committee are discharged according to the Audit and Risk Committee Charter and any relevant act, standards and regulations.

ENQUIRIES : Mr V Mulindi, Tel: (012) 337 1121
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS:
National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand.
Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.
North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.
Bloemfontein: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets.
Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London.
Polokwane Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699.
Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.
Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley.
Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street.

CLOSING DATE: 06 April 2018

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

POST 12/43

CONTRACT LAW RESEARCHER REF: 2018/63/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY

R334 545. – R394 065 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

Land Claims Court: Randburg

REQUIREMENTS

Grade 12 and an LLB Degree or equivalent legal qualification. 0-3 year’s relevant research work experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis. Jutastat etc.) and a valid driver’s license will be an added advantage. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.

DUTIES

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

ENQUIRIES

Ms T Mbalekwa (011) 335-0404.

POST 12/44

CONTRACT STRATEGIC PLANNING OFFICER: REF NO: 2018/64/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY

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

CENTRE

National Office: Midrand

REQUIREMENTS

Grade 12 and an appropriate National Diploma / Bachelor’s Degree in Public Administration or equivalent qualification on NOF level 6; 1-3 year’s relevant experience in strategic Planning and/ or Monitoring and Evaluation; Experience in Strategic Planning or Management environment; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Sector’s planning cycles; Skills and competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Knowledge and understand of understanding of Government planning cycles; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking

DUTIES

Support Strategy and Service Delivery Unit with the review and development of the Strategic Plan and Operational Plans; Assist the Strategy and Service Delivery Unit with the development of an implementation of new programme plans. Manage all strategic Plan, Annual Performance Plan and Operational Plan inputs; Conducting research on the strategic Plan and Annual Performance Plan related matters; Collecting data relevant for the strategic Plan and Annual Performance Plan; Coordinating meeting and workshops relating to strategic planning; Assist the Unit with administrative functions relating to strategic planning; Assist with the management of editing, layout and printing of the Strategic Plan and APP.

ENQUIRIES

Ms L Mothemane (010) 493 2500.
CONTRACT ADMINISTRATIVE OFFICER RISK MANAGEMENT: REF NO: 2018/65/OJC CONTRACT VALID UNTIL 31 MARCH 2019

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

CENTRE REQUIREMENTS: National Office: Midrand

DUTIES: Grade 12 and an appropriate and relevant National Diploma / Bachelor’s Degree; Knowledge of clerical duties, practices as well as the ability to capture data and collecting statistics will be an added advantage; Knowledge and understanding of the legislative framework governing the public service will be an added advantage; Skills and Competencies; Planning and organising skills; Computer literacy; Good interpersonal relations; Customer service orientation;

Administer and provide effective and efficient administration of Risk registers
Capture risk registers on the CURA data and collecting statistics will be an added advantage; Knowledge of clerical duties, practices as well as the ability to capture data and collecting statistics will be an added advantage; Planning and organising skills; Computer literacy; Good interpersonal relations; Customer service orientation; Provide logical function and ensure adequate functioning of risk management unit and committees (Ethics Committee, Risk Forum and Combined Assurance forum); Assist to provide administration of the Risk Forum and Combined Assurance forum; Provide assistance on implementation fraud prevention and Risk Management strategy.

ENQUIRIES: Ms L Mothemane (010) 493 2500.

POST 12/46

CONTRACT REGISTRAR REF NO: 2018/66/OJC CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: (MR3 to MR5) R226 227. - R433 632 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Grahamstown High Court

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

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

ENQUIRIES: Mr S Mponzo (043) 7265217.

POST 12/47

CONTRACT JUDGES SECRETARY (3 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019

Labour & Labour Appeal Court

SALARY: R226 611. – R 266 943 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: Johannesburg REF NO: 2018/67/OJC (1 Post) (Sitting For Polokwane)
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Gauteng: Ms T Mbalekwa (011) 335-0404. Western: Cape Ms M Baker (021) 469 4000

**POST 12/48**

**CONTRACT REGISTRAR’S CLERK (6 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY**

R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

North West Provincial REF NO: 2018/69/OCJ
Polokwane High Court: REF NO: 2018/70/OCJ (3 POSTS)
Labour and Appeal Court Port Elizabeth: REF NO: 2018/71/OCJ
Grahamstown High Court: REF NO: 2018/72/OCJ

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

North West: Mr L Moetanelo (018) 3977065
Eastern Cape: Mr S Mponzo (043) 7265217.
Polokwane: Ms E Kotze: (015) 230 4051
POST 12/49 : CONTRACT ADMINISTRATION CLERK ASSISTANT REF NO: 2018/74/OCJ CONTRACT VALID UNTIL 31 MARCH 2019
High Court

SALARY : R152 862 – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Mmabatho

REQUIREMENTS : Grade 12 and must be able to type 35 wpm, typing course/ qualification will serve as an added advantage. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer Literacy; Sound organisational skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; good grooming and presentation.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Responsible for overall administration of the Provincial Head’s office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Remain up to date with regard to prescripts/policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr L Moetanelo (018) 3977065

POST 12/50 : CONTRACT ADMINISTRATION CLERK (DCRS) (2 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019

SALARY : R152 862 – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Grahamstown High Court, REF NO: 2018/75/OCJ
Polokwane High Court, REF NO: 2018/76/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filling system for the component, Type letters and/ or other correspondence when required, keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Eastern Cape: Mr S Mponzo (043) 7265217.
Polokwane: Ms E Kotze: (015) 230 4051

POST 12/51 : CONTRACT ADMIN CLERK: HRM (2 POSTS), REF: 2018/78/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY : R152 862 – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : Grade 12 or equivalent qualification. 0-2 years relevant experience Skills and Competencies: Good Communication (written and verbal) Computer literacy (Ms Office); Good interpersonal skills; Good public relations skills; Accuracy and attention to detail.

DUTIES : Handling incoming and outgoing documents; Providing efficient and effective administrative support, e.g. data capturing of information; Assist in compiling reports; Ensure proper administration and Maintain the record-keeping
POST 12/52

CONTRACT ADMINISTRATION CLERK ASSISTANT: FACILITIES, SECURITY AND AUXILIARY SERVICES

REF: 2018/79/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

National Office: Midrand

Grade 12 or equivalent qualification. Secretarial qualification or equivalent will be an added advantage; Experience in secretarial and office management; Knowledge and experience in the financial administration will be an added advantage; Proficient in Microsoft Office Suite (word, excel, PowerPoint);

Shortlisted candidates might be subjected to a test in order to demonstrate their typing skills and computer skills. (Skills and Competencies: Good communication skills (Written and verbal); Proficiency in Micro soft Office (Word, Excel, PowerPoint, Outlook, Internet); Basic problem solving skills; Good judgement and decision-making skills; Assertiveness and confidence to interact at all levels; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.

DUTIES

Manage the administration of the office of the Director including diary coordination (meetings, appointments, message service, etc.); Secretarial and document production and management services to the directorate; Provide support to the Director in coordinating the financial administration of the Unit; Provide secretariat support during meetings and appointments (Venues, minutes, refreshments); Implement and maintain a filling system in line with department policy; Coordinate the travel arrangements and claims of the director and maintain records; Coordinate and appropriately direct all incoming / outgoing correspondence for the unit.

ENQUIRIES

National Office Ms L Motlomane (010) 493 2500.

POST 12/53

CONTRACT ADMINISTRATION CLERK: JUDICIAL SERVICE COMMISSION REF: 2018/80/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

National Office: Midrand

Grade 12, relevant administrative experience and computer literacy.

DUTIES

Assist with complaints (receiving, acknowledging and analyzing); Assist with preparation of documents for Committee members; Assist with the logistical arrangements for meetings (JCC & JCT); Assist with writing of minutes (JCC & JCT); Assist with preparation of documents and logistical arrangements for the JSC sitting; Any other ad hoc tasks/duties that may be assigned and appropriately direct all incoming / outgoing correspondence for the unit.

ENQUIRIES

National Office Ms L Motlomane (010) 493 2500.

POST 12/54

CONTRACT ADMINISTRATION CLERK: HELP DESK OPERATOR REF: 2018/81/OCJ CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

National Office: Midrand,

Grade 12 or equivalent qualification; At least 6 months experience in rendering Helpdesk support services in an Information Technology environment. Skills and Competencies: Good communication, interpersonal and listening skills; Telephone etiquette; Computer literacy (MS Windows and MS Office) Ability to work under pressure and to solve problems; Accuracy and attention to detail

DUTIES

Maintain high levels of professionalism and maintain a helpful attitude; Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application; Unlock accounts and Resets Passwords; Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution;
Monitor logged service requests with specific reference to high priority calls; Become familiar with helpdesk policies and service level agreements; Assist in follow up of calls that are out of SLA.

**ENQUIRIES**
National Office Ms L Mothemane (010) 493 2500.

**POST 12/55**
**CONTRACT ADMINISTRATION CLERK: TRAINING REF: 2018/82/OCJ**
**CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY**
R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office: Midrand (SAJEI)

**REQUIREMENTS**
Grade 12, relevant administrative experience and computer literacy.

**DUTIES**
Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI); Provide supply chain clerical support services within the component; Facilitate the reproduction of the training and education materials; Provide financial administration support services in the component; Establish central filing system; Perform any other support duty as may be required by SAJEI management.

**ENQUIRIES**
National Office Ms L Mothemane (010) 493 2500.

**POST 12/56**
**CONTRACT ADMINISTRATION CLERK: RESEARCH REF: 2018/83/OCJ**
**CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY**
R152 862 per annum 37% in lieu of benefits

**CENTRE**
National Office: Midrand (SAJEI)

**REQUIREMENTS**
Grade 12, relevant administrative experience and computer literacy.

**DUTIES**
Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI) and Judicial Educators; Provide supply chain clerical support services within the component; Facilitate the reproduction of the training and education materials; Provide financial administration support services in the component; Track and monitor research agenda activities; Establish central filing system; Perform any other support duty as may be required by SAJEI management.

**ENQUIRIES**
National Office Ms L Mothemane (010) 493 2500.

**POST 12/57**
**CONTRACT ADMINISTRATION CLERK (CHIEF EXECUTIVE OFFICE’S)**
**REF: 2018/84/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY**
R152 862 per annum 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office: Midrand (SAJEI)

**REQUIREMENTS**
Grade 12, relevant administration experience and computer literacy

**DUTIES**
General clerical duties; Provide supply chain clerical support services; manage stationery; maintain an efficient filing system; delivering and tracking of correspondence; ushering of guests; preparation for meetings; follow up on task, perform any other support duty as may be required by the Office of the CEO.

**ENQUIRIES**
National Office Ms L Mothemane (010) 493 2500.

**POST 12/58**
**CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER):**
**COMMUNICATIONS REF: 2018/85/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY**
R152 862 per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office

**REQUIREMENTS**
Grade 12; the following will serve as an added advantage: design/layout experience, knowledge of graphic design software e.g. Adobe creative suite (Illustrator, Photoshop and InDesign (MAC and/or PC), Web, animation and 3-D skills, experience with designing in the print industry advantages. Proficiency in at least two official language; a design portfolio should be submitted with the application of no less than 10 specimens of design work, a valid driver’s licence. Skills and competencies: strong design skills; good communication (written and verbal) skills; project management; advanced computer skills; exceptional knowledge of design software; exceptional knowledge of MS Office programs (word, excel and power point), god interpersonal skills; creative thinking; ability to work in multiple projects; attention to detail and the ability to work under pressure.
DUTIES: Identify best practices through research and development and case studies to ensure that creative concepts and brand solutions stay relevant. Conceptualize the brief using existing/new templates and formats and develop relevant material. Place images and text within the correct format. Proof check layout, images and logo usage from brief before handing over for loading or printing. Set information correctly for reproduction and printing. Manipulate images when necessary. Develop layouts, articles and documents based on the design brief. Produce the design and production for websites, product graphics, web logos, social media graphics and banners, static and rich banner ads, email campaigns, and email templates. Scan and edit photographs and other images as per design brief. Convert documents to the relevant format.

ENQUIRIES: National Office Ms L Mothemeane (010) 493 2500.

POST 12/59: CONTRACT ADMINISTRATION CLERK: ASSETS CONTROLLER (16 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: R152 862 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Mthatha High Court (1 Post), REF: 2018/86/OCJ
Grahamstown High Court (1 Post), REF: 2018/87/OCJ
Gauteng Local Division Johannesburg (2 Posts), REF: 2018/88/OCJ
Gauteng Division Pretoria (4 Posts), REF: 2018/89/OCJ
Durban High Court (2 Posts), REF: 2018/90/OCJ
Pietermaritzburg (2 Posts), REF: 2018/91/OCJ
Western Cape High Court (2 Posts), REF: 2018/92/OCJ
Port Elizabeth High Court (1 Post), REF: 2018/93/OCJ
Free State High Court (1 Post), REF: 2018/94/OCJ

REQUIREMENTS: Grade 12, The following will be an added advantage: experience in Asset Management; Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript; Knowledge of the Public Sector procurement process, rules and regulation; A valid driver’s licence. Skills and competencies: Accuracy and attention to detail; Computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organizational skills; Good Interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.

DUTIES: Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update verification result onto the JYP system (description, custodian, location, condition and serial number); Identify, asset not recorded on the register facilitate uploading thereof; Identify, report and investigate unverified assets and advice Court Manager on corrective action to be taken; liaise with Head Office to ensure that all verification result have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

ENQUIRIES: Gauteng: Ms T Mbalekwa (011) 335-0404.
Bloemfontein: Ms M Luthuli (051) 406 8191
Eastern Cape: Mr S Mponzo (043) 7265217
Western Cape: Ms M Baker (021) 469 4000
Durban: Ms L Marrie (013) 372 3167

POST 12/60: CONTRACT ADMINISTRATION CLERK: RECORDS (14 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019

SALARY: R152 862 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Kzn Provincial Service Centre: REF NO: 2018/95/OCJ
Durban High Court REF NO: 2018/96/OCJ
Pietermaritzburg High Court REF NO 2018/97/OCJ
Grahamstown High Court REF NO: 2018/98/OCJ
Gauteng Provincial Centre: REFNO 2018/99/OCJ
Gauteng Local Division Johannesburg: REF NO: 2018/100/OCJ
Thohoyandou High Court: REF NO: 2018/102/OCJ
**Limpopo Provincial Centre**
REF NO: 2018/103/OCJ

**Eastern Cape Provincial Centre**
REF NO: 2018/104/OCJ

**Northern Cape High Court**
REF NO: 2018/105/OCJ

**Western Cape Provincial Centre**
REF NO: 2018/106/OCJ

**Constitutional Court: Braamfontein**
REF NO: 2018/107/OCJ

**Bisho High Court**
REF NO: 2018/108/OCJ

**Free State High Court**
REF NO: 2018/109/OCJ

**REQUIREMENTS**: Grade 12 and relevant experience; Skills and competencies: Good Communication; (Written and verbal) Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and solve problems; Accuracy and attention to detail.

**DUTIES**: Records management project; verify if each person has the required files and volumes; Open and close files according to the procedures; Request outstanding files from and forward files of transferred employees to other offices/department; Place content in chronological order; Order stationery when required; Book files in and out; File documents; Follow-up files not returned in reasonable time; ensure documents are filed in chronological order, replace worn covers; Any other required function to be performed


**POST 12/61**: CONTRACT TYPIST: REF 2018/110/OCJ (CONTRACT VALID UNTIL 31 MARCH 2019)

**SALARY**: R127 851 per annum. Plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Pietermaritzburg High Court

**REQUIREMENTS**: Grade 12, relevant experience; Knowledge of Public Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test.

**DUTIES**: Typing of appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.

**ENQUIRIES**: Ms L Marrie (013) 372 3167
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: 09 April 2018 @ 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. Note: 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 invitations 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 12/62: SENIOR EVALUATION SPECIALIST REF NO 022/2018
CD: Evaluation

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

CENTRE: Pretoria

REQUIREMENTS: A relevant Master’s Degree qualification (NQF 9) or equivalent with at least 8 years’ relevant experience of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant PhD qualification (NQF 10) and/or specialist training courses will be an added advantage. The successful candidate should have strong research background, practical experience of undertaking evaluations and be credible in the academic environment. Must be confident with qualitative research methodologies and ideally quantitative as well. Should be politically aware and able to operate successfully with high level staff in government, with a good understanding of government across the
three spheres (national, provincial and local). Must have understanding of results-based management with project / programme management and financial management skills. Good interpersonal relations and written & verbal communication skills, able to work effectively in and lead teams. A sound knowledge of Microsoft Office applications (especially Microsoft Word) are 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.

**DUTIES**

The successful incumbent will be responsible to lead on certain sectors or types of national evaluations. This would involve working with DPME and national departments to identify and take forward specific evaluation assignments (developing terms of reference, commissioning, overseeing the evaluation, reviewing evaluation documents, reviewing recommendations for follow-up, monitoring follow-up); Liaising with outcomes facilitators and specific departments to identify and take forward specific evaluations; Undertake certain evaluations and research assignments directly; Support specific provinces to produce provincial evaluation plans; Development of technical elements of the evaluation system; Providing methodological support to government around evaluation; Participating in a national Evaluation Technical Working Group. Conforming to the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Contributing to effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

**ENQUIRIES**

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

**POST 12/63**

**DIRECTOR: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT NO 023/2018**

Directorate: Risk, Anti-Corruption & Integrity Management

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF 7) in Risk Management, Auditing or Finance or equivalent with at least 8 years’ experience in Risk Management or Auditing or Integrity and Ethics of which 5 years must be at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have the following knowledge and skills: Risk Management Standards & Methodology & King IV Report; Risk Software Systems; Integrity, Ethics and Vetting Management and PFMA & Public Sector Regulatory Framework. Competencies / Skills: The ideal candidate should have the following skills: research, planning, coordination and interpersonal skills and sound human relations. Should produce work of good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. 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. Ability to work with diverse and multidisciplinary teams.

**DUTIES**

The successful candidate will be responsible to manage, coordinate and provide risk, integrity and anti-corruption management services to the Department. This entails managing, facilitating and providing enterprise wide risk management services, including the conducting of investigations and reporting. Developing, managing, facilitating and implementing the Business Continuity Plan and developing, implementing and maintaining anti-corruption, ethics and integrity management strategies and systems. Provide technical and secretarial support services to audit and risk committees and manage and
administer the Financial Disclosure System and the gift register. 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.

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

POST 12/64

PMI DATA SPECIALIST REF NO 024/2018
Chief Directorate: Data Integration and Analysis

SALARY: R779 295 – R917 970 all-inclusive salary package per annum (Level 12). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant postgraduate qualification with Mathematics, Statistics, Data Science, Econometrics or other quantitative field (NQF 8) with at least 5 years’ appropriate experience in data management and analysis. Masters or higher Degree will be added advantage. In-depth experience of the working of all spheres of government. Competencies / Skills: The ideal candidate should have the following skills: High level of data management and analysis. Should have advance skills in statistical software, with SPSS, Stata or any other data analysis package as an added advantage and advanced skills in Microsoft Office suite. Should have knowledge and an understanding of monitoring and evaluation in a public sector context. Personal Attributes: Should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills. Be flexible and have the ability to work under pressure and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible to establish, improve and maintain specific integrated data systems. This entails coordinating data needs and flows amongst role players and guide indicator specification. Obtain and direct the processing of integration and verify data received from governmental institutions and ensure access to the information thus generated. Maintain and update databases. Ensure database integrity and security. Data management, analysis and reporting. 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 of procurement, equipment and facilities within the Chief Directorate in supportive role.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel (012) 312 0462.

POST 12/65

ACCOUNTING CLERK REF NO 025/2018
Unit: Salaries, Tax and S&T

SALARY: R152 862 – R180 063 per annum (Level 5) plus benefits

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate with 1 year appropriate experience OR a relevant 3 year tertiary qualification (NQF 6) with no experience. Courses in government financial management will serve as an added advantage. Knowledge and experience of BAS and Persal will serve as an added advantage. Should have good planning and report writing skills, high level of computer literacy. Must have organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality. Must be able to work under pressure and be able to interpret relevant policies.

DUTIES: The successful candidate will be responsible for providing financial administrative and operational services within the department. This entails:
Distribution of payrolls, checking and filing of certified payrolls, follow up on incorrect paypoint allocations and outstanding certified payrolls. Posting of all 3rd parties schedules. Registering and updating of tracking systems relating to salary / commissioner payments. Render financial accounting administrative duties, via maintaining a filling system for correspondence relating to HR and commissioner payments. Assisting with compiling and capturing of payments and journals relating to commissioner payments, salaries and S&T.

ENQUIRIES

In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

ANNEXURE L

CLOSING DATE : 06 April 2018 at 16:00

NOTE : Only applications submitted online via the e-Recruitment System @ https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx will be accepted. Late applications will not be considered after the closing date. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17:00 @ 021 424 8677 should you experience any difficulties with your online application. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. 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.

ERATTUM: Kindly note that the post of Office Assistant with Ref No: 3/2/1/2018/085 was advertised in vacancy circular 11 dated 16 March 2018 with incorrect office, the correct office for the post is Office of the Chief Registrar of Deed and the closing date will remain 03 April 2018. The department apologises for any inconvenience caused.

MANAGEMENT ECHELON


Branch: Restitution

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree in Public Administration/Public Management (NQF Level 7). 5 years of experience at a senior managerial level. Knowledge of Public Service Regulations, Systems and Procedures, PFMA, Strengthening of the relative rights policy, Intergovernmental Relations, Stakeholder/Institutional relations management, Land Reform legislation and the Green paper on Land Reform. The following job related skills are required: Alternative dispute resolution, Financial management, Presentation skills, Facilitation and Communication skills, Diversity and people management skills, Strategic Planning, Monitoring and evaluation. A valid driver’s license (code 08) and willingness to travel.

DUTIES : Provide strategic advice to Chief Land Claims Commissioner on all matters pertaining to coordination and management of restitution corporate support services and financial support programmes. Oversee the compilation of status report in terms of restitution corporate support services and financial support programmes performance progress. Oversee the development and maintenance of performance dashboard for the restitution corporate support services and financial support programmes. Coordinate the integrated delivery of the restitution corporate support services and financial support programmes at the provincial level in accordance with restitution policies and procedures. Contribute to short, medium and long term business planning, analysing the restitution corporate support services and financial support programmes environment and identify opportunities that will support the overall business direction of the labour tenants projects. Ensure the effective implementation of the restitution corporate support services and financial support programmes and contribute to the management of the restitution projects including the development of the Annual Performance Plan and targets/objectives. Manage research on restitution corporate support services and financial support programmes to improve service delivery at the Provincial level to inform the
business planning process and development of new services and service improvement plans.

**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.

**POST 12/67**

**DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT (REF NO: 3/2/1/2018/091)**
Directorate: Spatial Planning and Land Use Management

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

**CENTRE**
Western Cape (Cape Town)

**REQUIREMENTS**
Bachelor’s Degree in Town and Regional Planning / Geo-Information Science (NQF 7). Registration as a Professional Planner in terms of Planning Profession Act (36 of 2002), as verified by the South African Council for Planners, which by implication will include an accredited and appropriate qualification in planning. 5 years of experience at a middle managerial level/ Senior managerial level. Knowledge of the following: Spatial Planning and Land Use Management Act (SPLUMA), Planning Profession Act, Sectional Titles Act, Development Facilitation Act, Spatial Data Infrastructure Act, Knowledge of international and national theories in spatial planning, Understanding of the planning environment globally, Knowledge and understanding of government macro plans and programmes, Knowledge of governance and administration prescripts. Computer literacy. Good written and verbal communication skills. Presentation skills. People management skills. Report writing skills. Attention to detail. Negotiation skills. A valid driver’s licence (code 08).

**DUTIES**

**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.
POST 12/68: DEPUTY REGISTRAR OF DEEDS: DEEDS TRAINING (REF NO: 3/2/1/2018/092)
Office of the Chief Registrar of Deeds

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

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
Providing and managing of training in the law and practice of the registration of deeds. Manage the formulation and maintenance of a training policy and standards as contained in the QMS. Manage, oversee and provide training pertaining to the Law and Practice of the Registration of Deeds to deeds registries personnel in order to enhance performance. Manage the development and maintenance of a Training Programme. Manage the development of and submit inputs on curricula of new and existing courses/subjects. Manage the updating of study material and of the Deeds Practice Manual and Notes. Manage and prepare and moderate tests, assignments and evaluations. Manage the co-ordination of decentralized training. Liaise with Juta with respect to land registration manuals. Provide training to external clients inclusive of SADC countries on request. Leading and managing the Deeds Training Directorate in accordance with good governance principles. Compile and sign performance agreement with supervisor. Check that all staff sign performance agreement. Review performance of all staff according to regulations. Develop and implement development plans. Ensure preparation of annual DMP. Review DMP. Monitor Budget Expenditure. Providing inputs for the review of deeds registration legislation in support of land tenure security. Provide inputs on amendment Bills pertaining to Deeds Registration. Provide inputs, proposals and advice for amendment of Deeds Registries Act and Regulations. Provide Inputs for Registrars Conference and Regulation Board Meetings from registrars and Legal fraternity. Monitor the implementation of uniform practices and procedures in certain deeds registries. Convene DTAC (Deeds training Advisory Committee) meeting. Monitoring of uniform practices and Procedures in office as determined.

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.

POST 12/69: DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/093)
Office of the Registrar of Deeds

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

CENTRE: Kimberley

REQUIREMENTS:
A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or

**DUTIES**


**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.

**POST 12/70**

**DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/094)**

Office of the Registrar of Deeds

**SALARY**

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

**CENTRE**

Cape Town

**REQUIREMENTS**

A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years’ experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities. A valid driver’s license (code 08).

**DUTIES**

Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Manage the Practice committee / Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential / departmental inquiries and

**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.

**POST 12/71**
**DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/095)**
Office of the Registrar of Deeds

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

**CENTRE**
Mpumalanga

**REQUIREMENTS**
A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years’ experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities. A valid driver’s license (code 08).

**DUTIES**

**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.
POST 12/72: Deputy Director: Poverty Reduction (REF NO: 3/2/1/2018/099)
Directorate: Rural Enterprise and Industrial Development

SALARY: R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Kwazulu-Natal
REQUIREMENTS:

DUTIES:

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

POST 12/73: Senior State Accountant (REF NO: 3/2/1/2018/098)
Directorate: Quality Assurance And Administration: Gauteng

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

DUTIES:
Ensure project payment list is checked, verified and reconciled with the Bank hard copies (i.e. Initials, Surname, Identity number and amount paid). Compile payment advice using correct information of claimants and allocation and matching field within 3 days of receiving instructions. Compile journal according to report corrections. Print out report on BAS after closure of books every month and reconcile. Attend to enquiries with regard to issue payment within a day.

NOTE: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 12/74 : ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/097)
Directorate: Quality Assurance And Administration: Gauteng

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


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

POST 12/75 : OFFICE ASSISTANT (REF NO: 3/2/1/2018/100)
Branch: Rural Enterprise and Industrial Development

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Grade 12/Senior Certificate plus two years post school qualification in Public Administration/Office Administration. 1-2 years working experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures; relevant legislation/policies/prescripts and procedures; Understanding of information management and formal reporting system; Professional office etiquette; Office administration; Processes and procedures: financial, supply chain and human resources management. Job related skills: Good interpersonal relations; Computer literacy; Organizational; High level of reliability; Written communication; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

DUTIES : Receives telephone calls, performs advanced typing work, records engagements, coordinates with and sensitises/advises regarding engagements and compile realistic schedules of appointments. Ensure effective flow of information and documents, safe keeping of documents, compiles reports, scrutinizes submissions/reports to enquiries, and draft documents. Collects, analyses and collates information, clarifies instructions and notes on behalf of the senior manager. Coordinate travel arrangements, handles procurement of standard items, and obtain the necessary signatures. Manage leave register and telephone accounts for the Branch/Chief Directorate. Determine documents/actions/information required for meetings. Records minutes/decisions and communicate to relevant role players. Prepare briefing notes for the senior manager. Coordinates logistical arrangements for meetings. Collects and coordinate all the documents that relate to the senior manager’s budget. Assist senior manager in determining funding requirements for the purpose of MTEF requirements. Keep records of expenditure commitments, monitors expenditure and alerts senior manager of possible over-and-under spending. Checks and correlates BAS reports to ensure that expenditure is allowed correctly. Identifies the need to move funds between items, consults with the senior manager and compiles the necessary documentation for this purpose. Compares the MTEF allocation with the requested budget and informs the senior manager of changes. Remains up to
date with regard to the prescripts/policies and procedures applicable to her/his work team to ensure efficient and effective support to the senior manager.

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

POST 12/76: ADMINISTRATIVE CLERK: LEGAL (REF NO: 3/2/1/2018/096)
Directorate: Operational Management: Gauteng

SALARY: R152 862 per annum (Level 5)
CENTRE: Pretoria

DUTIES: Provide administrative and support services to Legal Unit. Arrange negotiation meetings. Keep updated records of claims. Take minutes in the negotiation meetings. Assist with preparation of reports referred to court.

NOTE: Coloured, Indian and White males and females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts.

APPLICATIONS

Please hand deliver or courier your application, quoting the relevant reference number to the Department of Telecommunications and Postal Services, iParoli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street).

FOR ATTENTION

Ms Louisa Kgang/Ms Tania Beukes/Mr Thabo Rangwato. Due to the limited time frame to fill the position, applications posted and received after the due date, will not be considered even if the application was posted before the due date.

CLOSING DATE

13 April 2018

NOTE

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

OTHER POST

POST 12/77

DEPUTY DIRECTOR: INTERNAL AUDIT (REF: DDI)

SALARY

R657 558 per annum

CENTRE

Pretoria, Hatfield

REQUIREMENTS

A relevant three (3) years qualification majoring in Accounting and Auditing. Six (6) years Audit experience of which three (3) years should be in a supervisory role. CIA/CCSA/CGAP/CFSA/CISA/CISM will be an added advantage. Advanced knowledge and practical application of the standards: (International Standard for Professional Practices of Internal Auditing, Mission Statement and Code of Ethics), knowledge of government legislative framework (SA Constitution, Public Service Act and Regulations and Public Finance Management Act and Treasury Regulations), Advanced Knowledge and practical application of leading frameworks (Corporate Governance principles, COBIT (control objectives), CAATS (Computer Assisted Audit Techniques), COSO (Committee of Sponsoring Organizations) and Risk Management Frameworks. Skills and Competencies: Must have technical competencies as it relates to audit practices for strategic planning, detailed audit execution and reporting, governance processes, risk management and systems of internal controls, and accounting and business management practices. Developing others and Career Management/Continuous Learning, analytical thinking, interactive communication (both verbal and written), project Management – with a strong information gathering ability, must be results oriented, and client focused. Must be able to function effectively in a team.

DUTIES

The successful candidate will evaluate the adequacy and effectiveness of Governance; Risk Management; and Control processes in order to improve the department’s operations to achieve its strategic goals and objectives. Execution of Internal Audits in line with the International Standards for Professional Practice of Internal Auditing and adding value to the Department: Ensure development of credible internal audit plans that are adequately addressing the key risks and aligned to the strategic intent of the Department. Ensure quality of Internal audits, especially results of internal audits are
supported by quality audit evidence and maintenance of an effective quality assurance and improvement programme. Internal Audit Reports contains value adding recommendations based on qualitative root causes analysis addressing systemic issues. Effective management of the Internal Audit Team and Operations in the unit, including stakeholder management (both client and external environments). Effectively monitor and ensure that DTNS Internal Audit Services policy documents and tools are in line with leading practices and government legislative framework.

ENQUIRIES:

Ms Louisa Kgang (012) 421 7006, Ms Tania Beukes (012) 427 8184
ANNEXURE N

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: 06 April 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.

MANAGEMENT ECHELON

POST 12/78: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FSPT 011/18

SALARY: An all-inclusive salary package of R948 174 per annum Level 13 (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate B-degree or equivalent qualification in the field of Commerce/Management/Public Administration with a minimum of five years’ experience in a middle/senior managerial position of which at least three years should have been in a supply chain management environment/financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Computer literate. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES: Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and
enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General's audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the evaluation committees, specification committees and interdepartmental bid committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES: Mr. MP Mokoena: (051) 403 3173

POST 12/79: DIRECTOR: SUPPORT SERVICES REF NO: FSPT: 012/18

SALARY: An all-inclusive salary package of R948 174 per annum Level 13 (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate B-degree or equivalent qualification in the field of Management/ Public Administration/ Legal with a minimum of six (6) years' experience in a middle/senior managerial position of which at least three years should have been in a financial and administration management environment. Knowledge of the Public Service Act and Regulations, Public Finance Management Act, Municipal Finance Management Act, Communication Strategies, Treasury Regulations and other relevant legislation related to the Public Sector environment. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES: Provide communication, media liaison services and special programmes in the Department. Provide sound labour relations, legal services and litigation support to the Department. Manage, monitor and coordinate sound security service in the Department. Develop, promote and implement ethical behaviour and anti-corruption strategies for the Department. Manage the resources of the Sub-directorate.

ENQUIRIES: Ms. M Sithole: (051) 405 4268

POST 12/80: DIRECTOR: FISCAL POLICY REF NO: FSPT 013/18

SALARY: An all-inclusive salary package of R948 174 per annum Level 13. (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate B-degree or equivalent qualification in the field of Commerce/ Management/ Public Administration with a minimum of five years’ experience in a middle/senior managerial position of which at least three years should have been in a financial management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA), Economic policy environment and other relevant government prescripts. Computer literate. Knowledge of research methodology. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES: Provide advice on fiscal policy matters in order to maintain and optimize provincial fiscal resources from all current and potential sources to meet service delivery obligations of the Province. Optimize and enhance provincial revenue in the Province. Monitor spending and provide support to Public Entities with regard to budgets and compliance to applicable legislation. Conduct research on fiscal matters with the view to enhance revenue for the Province. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES: Mr. PE Lebone: (051) 403 3173 / 405 4377
POST 12/81 : DIRECTOR: PUBLIC FINANCE AND FINANCIAL ASSET MANAGEMENT
REF NO: FSPT: 014/18

SALARY : An all-inclusive salary package of R948 174 per annum Level 13 (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein

REQUIREMENTS : A three year degree/diploma in Accounting/ Finance or Economics or equivalent qualification with a minimum of five years managerial experience of which at least three years' experience should have been in a budget or financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Standard Chart of Accounts and new Economic Reporting format. Computer literate. Valid driver’s license.

DUTIES : Assess the expenditure trends of provincial departments and compile and submit assessment reports on expenditure. Manage the consolidation of In Year Management (IYM) provincial reports, conditional grants and non-financial data reports. Monitor and ensure that expenditure is in line with priorities and approved budgets. Enforce expenditure control measures. Interpret and advise government on spending trends, inclusive of infrastructure and conditional grants. Verify and evaluate the alignment of infrastructure expenditure with approved infrastructure plans and monitor progress. Advise and inform the Chief Director on remedial steps to be taken with regard to misalignment of expenditure and approved budgets/plans. Ensure effective management of the Provincial Revenue Fund. Ensure effective implementation and management of banking services for provincial departments. Ensure effective facilitation of investment processes for the Provincial Revenue Fund. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.

ENQUIRIES : Mr. Pakiso Lebone: (051) 405 3173 / 405 4377

POST 12/82 : DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT
REF NO: FSPT 015/18

SALARY : An all-inclusive salary package of R948 174 per annum Level 13. (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein

REQUIREMENTS : An appropriate B-degree or equivalent qualification in the field of Commerce/Management/ Public Administration with a minimum of five years’ experience in a middle/senior managerial position of which at least three years should have been in a supply chain management environment/financial management environment that is inclusive of supply chain management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Computer literate. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver’s license.

DUTIES : Oversee and monitor Provincial Departments and entities in terms of the implementation of supply chain management (SCM), Public Private Partnerships (PPP) and transversal systems. Manage and oversee the short and medium (3 to 5 years) SCM departmental plans. Assist in the development and implementation of the SCM Annual Procurement Strategy for the Provincial Departments and entities in order to ensure optimized service delivery, development impact and good governance. Establish and maintain appropriate policies and procedures to ensure effective and efficient management of SCM. Manage an effective and efficient SCM system for the Provincial Departments and entities in line with the SCM framework, relevant Treasury Regulations and SCM principles. Ensure departments and entities comply with National Treasury Practice Notes, SCM circulars and Instruction Notes as well as with relevant/applicable legislation and regulations. Ensure the achievement of effective Bid Management within Provincial Departments and entities. Monitor, evaluate and ensure effective management of Provincial contracts and Service Level Agreements (SLA). Report on matters relating to
demand, acquisition, logistics and asset management and SCM performance in the Province. Ensure and facilitate capacity building programmes within provincial departments and entities. Render support in terms of the National Treasury Central Supplier Database (CSD) to departments, entities and suppliers. Develop and implement strategies on supply chain risk controls and fraud prevention. Manage and co-ordinate all related activities, including year-end procedures. Evaluate and ensure the implementation of PPP in the Province. Manage the resources of the Directorate.

ENQUIRIES
Mr. TM Mabilo: (051) 405 4175

OTHER POSTS

POST 12/83

DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT 016/18

SALARY
An all-inclusive salary package of R779 295 Per annum Level 12. (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE
Bloemfontein

REQUIREMENTS
A relevant degree or diploma in a building/ construction environment with a minimum of five years’ experience in a supervisory post of which at least three years’ should have been in a construction or public sector construction environment. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Knowledge of the infrastructure toolkit. Computer literate and advanced Excel skills. Good interpersonal, organizing, planning and analytical skills. Valid driver’s license.

DUTIES
Facilitate the implementation of the Infrastructure Delivery Improvement Program (IDIP) in the Province. Ensure quality assurance by conducting site visits on projects in the Province. Ensure the implementation of the management toolkit in all infrastructure departments. Provide relevant infrastructure information required by National Treasury, management and portfolio committees. Ensure credible and timeous submission of infrastructure reports by departments. Evaluate infrastructure reports against infrastructure plans and the Free State Growth and Development Strategy. Monitor the progress made with regard to the implementation of Provincial Department’s Infrastructure Plans. Monitor infrastructure expenditure against the approved infrastructure budgets. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

ENQUIRIES
Mr. PE Lebone: (051) 403 3173 / 405 4377

POST 12/84

DEPUTY DIRECTOR: ECONOMIC RESEARCH REF NO: FSPT 017/18

SALARY
An all-inclusive salary package of R657 558 Per annum Level 11. (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE
Bloemfontein

REQUIREMENTS
A post graduate degree in Economics with a minimum of five years’ experience in the field of economic research, of which two years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Treasury Regulations, Economic policy environment and other relevant government prescripts. Computer literate. Knowledge of research methodology: Good interpersonal, organizing, planning and analytical skills. Valid driver’s license.

DUTIES
Analyze global, regional, domestic and provincial macro-economic trends. Conduct economic research in order to impact on various governmental policy objectives on selected economic variables. Conceptualize, coordinate and supervise the writing and publication of the Provincial Medium Term Budget Policy Statement (MTBPS). Supervise the publication of the Provincial Quarterly Labour Market Review. Present scientific papers and research reports in both internal (e.g. Directorate workshops, Management meetings, etc.) and external platforms (e.g. conferences, workshops, seminars, etc.). Input on economic policy debates and discussions through participation in relevant platforms. Compile research-based Policy Briefs on relevant and topical issues. Peer review allocated research papers, documents and
publications. Manage the resources of the Sub-directorate to ensure efficiency and effectiveness within the Sub-directorate.

ENQUIRIES: Mr. IJ Moses: (051) 405 5362

POST 12/85: ASSISTANT DIRECTOR: INFRASTRUCTURE CO-ORDINATION REF NO: FSPT 018/18

SALARY: A basic salary of R334 545 per annum (Level 9)
CENTRE: Bloemfontein
REQUIREMENTS: A Bachelor’s degree or diploma in Architecture/ Quantity Surveying/ Civil Engineering or equivalent qualification. A minimum of three years project management experience. A valid driver’s license. Recommendation: A Project Management qualification will be an added advantage.

DUTIES: Facilitate the implementation of the Infrastructure Delivery Improvement Program/Infrastructure Delivery Management Systems (IDMS) in the Province. Conduct quality assurance assessments through site visits on projects around the Province. Develop and ensure the implementation of infrastructure policies to enhance infrastructure development in the Province. Develop strategies with regard to infrastructure implementation and reporting. Evaluate infrastructure reports against infrastructure plans and the Free State Growth and Development Strategy. Evaluate departments’ requests to deviate from infrastructure plans and make recommendations thereon. Provide technical assistance and training with regard to infrastructure. Conduct research on new developments in project management methodologies and new technologies and procedures.

ENQUIRIES: Mr. PE Lebone: (051) 403 3173 / 405 4377
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.

FOR ATTENTION: Ms Molebatsi Chuene (011) 240 3084 – Recruitment

CLOSING DATE: 06 April 2018, 12H00 No late applications will be considered.

NOTE: Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 12/86: DIRECTOR: ANIMAL HEALTH ADVISORY AND SUPPORT SERVICES
(REF NO: REFS/002777)
Directorate: Animal Health Advisory and Support Services

SALARY: R948 174 - R1 116 918 per annum (All-Inclusive package)

CENTRE: Johannesburg


DUTIES: Provide strategic direction and leadership to the directorate. Manage directorate work stakeholder management, ensure planning, scheduling, evaluation etc. Ensure work is carried out according to quality standards, overseeing strategic projects. Lead planning process (strategy, business planning and budgeting). Manage of Human Resource, Financial and Administrative systems. Coordination with other directorate and with rest of departments on joint work and Coordination with other departments on aspects of work. Quality Management – ISO 17020 System. Ensure that sub-programmes plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately
staffed, work with management team to develop an establishment plan and advice management of post requirements. Develop budgets, control income and expenditure and cash flows. Oversee the management of documents, registry and filling in the sub directorate. Work with other directorates to plan and coordinate work where there are inter-depencies. Commit to the compliance of the requirements of the quality management system. Attend and participate constructively in directorate and department meetings as required.

ENQUIRIES : Ms L Dhlamini, Tel No: (011) 240 2527
NOTE : preference will be to females.

POST 12/87 : DIRECTOR: TECHNOLOGY DEVELOPMENT AND SUPPORT (REF NO: REFS/002778)
Directorate: Technology Development and Support

SALARY : R948 174 - R1 116 918 per annum (All-Inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 and an undergraduate qualification (NQF level 7) as recognized by SAQA in Agriculture or related/relevant field. Agriculture experience with 5 years' experience at a middle/senior managerial level. Understanding legislation guiding the work of the directorate and sub programme (Research and Skills, Presentation and Information Management including GIS), Public Service Regulation, Public Finance Management Act 1999 (Act 1 of 1999), Treasury Regulations, the Public Act 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995). Good communication skills (verbal and written) and ethical behaviour. Good Planning and organising skills. Knowledge and understanding of Government reporting requirements. Knowledge and understanding of sector strategic management frameworks. Ability to work independently and under pressure. Valid drivers’ license.


DUTIES : Provide strategic direction and leadership to the directorate. Manage directorate work Stakeholder management, ensure planning, scheduling, evaluation etc. Ensure work is carried out according to quality standards, overseeing strategic projects. Lead planning process (strategy, business planning and budgeting). Manage of Human Resource, Financial and Administrative systems. Coordination with other directorate and with rest of departments on joint work and Coordination with other departments on aspects of work. Strategic alignment between the subprograms of Production Support and Development (PSD), Agricultural Information Systems (AIS) and Resource Planning and Utilization (RPU). Ensure that all the sub-programmes in directorate Technology Development and Support (TDS) plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan and advice management of post requirements. Develop budgets, control income and expenditure and cash flows. Oversee the management of documents, registry and filling in the sub directorate. Work with other directorates to plan and coordinate work where there are inter-depencies. Attend and participate constructively in directorate and department meetings as required.

ENQUIRIES : Ms L Dhlamini, Tel No: (011) 240 2527
NOTE : preference will be to females.

OTHER POSTS

POST 12/88 : DEPUTY DIRECTOR: BUILDING SERVICES (REF NO: REFS/002779)
Directorate: Facilities Management

SALARY : R657 558 per annum (all-inclusive package)
CENTRE : Johannesburg
**REQUIREMENTS**

Grade 12 and Bachelor's Degree (NQF Level 7) or National Diploma in Property Management or equivalent in Facilities Management, Logistics, Public Administration/Management or Built Environment (NQF Level 6). Plus SAMTRAC Certificate at NQF 5. 5 years facilities management experience. Must be in possession of a valid driver’s license. Competencies: Report writing and presentation skills. Government procurement processes and policies. Knowledge of Public Works processes relating to Office Leases and Parking.

**DUTIES**

Management of Office Leases for departmental premises including parking, cleaning and hygiene services. Implementation of OHS through planning, implementing and maintaining a SHE management system. Management of Sub-directorate budget, Regional Office Support Services, Human Resources and parking services at all offices including the Nature Reserves.

**ENQUIRIES**

Mr. R Rasemetse, Tel No: (011) 240 3083

**POST 12/89**

**ASSISTANT DIRECTOR: TENDERS 1 YEAR CONTRACT (REF NO: REFS/002780)**

Directorate: Supply Chain Management

**SALARY**

R334 545 per annum

**CENTRE**

Johannesburg

**REQUIREMENTS**

Grade 12 and Bachelor’s degree (NQF Level 7) or National Diploma in Financial Management/Purchasing/Logistics/Public Administration (NQF Level 6). 3 years’ experience within the Supply Chain Management environment. Sound Knowledge of and practical working experience in Government Tenders, processes and procedures, the PFMA, PPPFA and Treasury Regulation, Supply Chain Management Framework, Public Service Regulations and BBBEE. Ability to work under pressure. Willingness to work irregular hours as and when required. Competencies: Attention to detail skills, Analytical Thinking skills, Initiatives skills, Client Focus skills, Interactive communication skills, Problem Solving skills, Writing skill, and Computer proficiency.

**DUTIES**

Ensure effective and efficient tender administrative support to the Department in compliance with all applicable legislative frameworks, liaising with project managers, compiling and collating bid standard documents, co-coordinating bid advertisements, attend bid briefing session. In conjunction with the BEC Chairperson, ensure that bid evaluation committee meetings take place, prepare letters of appointment for the bid evaluation committee members and notify them of the dates accordingly. Facilitating and administering the evaluation process of bids i.e., prepare project plan for evaluation dates and brief the BEC of their roles in the evaluation process. Ensure that the calculated prices and the functionality points gained are in accordance to the preference or evaluation points system. Prepare recommendations submission to the BAC to approve and award the bids. Filling all bid documents ensuring confidentiality, preparing letters of acceptance to successful bidders and regret letters to unsuccessful bidders, responding to all bid-related queries. Prepare monthly reports of bids awarded, cancelled and in progress.

**ENQUIRIES**

Mr. Rassy Rasemetse Tel No: (011) 240-3803

**POST 12/90**

**ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (REF NO: REFS/002800)**

Sub Directorate: Employee Health and Wellness

**SALARY**

R334 545 per annum (plus benefit)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Grade 12 and a Bachelor’s degree (NQF Level 7) or National Diploma in Safety Management (NQF Level 6). Three (3) to five (5) years’ experience in Occupational Health and Safety. Valid registration with the relevant professional body. Knowledge of the PFMA, Treasury Regulations and other applicable prescripts. Knowledge of the OHS Act and applicable regulations compensation for occupational injuries and diseases Act (COIDA), understanding of the integrated EHWP framework and prescripts. Must be in possession of a valid driver’s license. Competencies: Verbal and written communication, Good interpersonal skills, planning and organising, sound report writing skills and computer literacy.

**DUTIES**

Coordinate all SHERQ related activities for the Department and ensure proper integration of the EHWP Framework and supporting SHERQ policies.
Facilitate hazard and risk identification, Develop risk mitigation and monitor implementation of corrective measures to prevent occupational injuries/illnesses. Develop and implement comprehensive SHERQ processes and Safety management systems. This includes consulting and providing support to the Department and managers on issues pertaining to Occupational Health and Safety compliance, implement occupational risk reduction strategies for line-driven processes, Developing and promoting ergonomics standards, fire prevention, safety evacuation procedures, standards of operation for medical surveillance and worker's compensation. Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies, OHS legislation and report to relevant stakeholders. Ensure that GDARD staff, stakeholders and contractors understand the importance of Safety Culture and their obligations. Conduct awareness activities. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department. Formulate budget and monitor expenditure. Reporting on all SHERQ outputs.

ENQUIRIES : Ms. M Chuene Tel No: (011) 240 3084

DEPARTMENT OF e-GOVERNMENT

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

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

CLOSING DATE : 06 April 2018

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

MANAGEMENT ECHELON

POST 12/91 : DIRECTOR: DOCUMENT AND RECORDS MANAGEMENT – REFS/002656

(5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)

Branch: Corporate Management

SALARY : R948 174 per annum (all-inclusive package) Level 13

CENTRE : Johannesburg


solutions for E-GO V and to maintain it after implementation. Answer and
resolve complex and sensitive Document and Records Management matters.
Delivery of Document and Records Management services. Quality assure
DMC and RMC process implementation. Ensure ongoing development of
DMC- Shift Leader, Team Leaders and Specialists, as well as Records
Manager-, Team Leader and Specialist. Ensure continuous improvement of
Document and Records Management strategies. Maintain service level
agreements with line E-GOV Business Units and GPG entities. Ensure the
provision of adequate budgets for DMC and RMC operations and manage
costs in relation to those budgets. Justify unbudgeted expenditure to the
satisfaction of the Chief Financial Officer. Ensure unit costing is developed and
implemented and to constantly reduce unit costs for all processes of the
Document and Records Management Centre, through innovative thinking and
process and business reengineering. Ensure the ongoing measurement of
DMC and RMC outputs and assure service delivery in terms of DMC standards
and Service Level Agreements with GPG entities and E-GOV Business Units.

ENQUIRIES
NOTE
POST 12/92
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
POST 12/93
SALARY
CENTRE
REQUIREMENTS

Mr. Errol Ogle, Tel No: (011) 689 6861
Preference Will Be Given To Women and People with Disability
DIRECTOR: STRATEGY MEDIA LiaISON AND PUBLICATION – REFS/002658 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
Chief Directorate: Communication Services
R948 174 per annum (all-inclusive remuneration salary package) Level 13
Johannesburg
Grade 12 plus a Degree in Communications/Public Relations/Marketing/Public Administration (NQF 7). Minimum of 5 years in the Marketing and Promotions Communications/Public Relations field.
Oversees development and implementation of support materials and services
in the area of marketing, promotions and public relations. Directs the efforts of
the marketing, promotions and public relations staff. Coordinates at the
strategic and tactical levels with the other functions of the Department.
Responsible for creating, implementing and measuring the success of a
comprehensive marketing, promotions and public relations program that will
enhance the Department’s image and position within the marketplace and the
general public. Facilitate internal and external communications; all
departmental marketing, promotions and public relations activities and
materials including publications, media relations, client acquisition and so
forth. Ensure articulation of the department’s desired image and position,
assure consistent communication of image and position throughout the
department, and assure communication of image and position to all
constituencies, both internal and external. Responsible for editorial direction,
design, production and distribution of all departmental publications.
Coordinate media interest in the department and ensure regular contact with
target media and appropriate response to media requests. Act as the
department’s representative with the media. Coordinate the appearance of all
departmental print and electronic materials such as letterhead, use of logo,
brochures, etc. Develop, coordinate and oversee programs, technical
assistance and resource materials to assist chapters in the marketing,
promotions and positioning of their activities. Provide counsel to chapters on
marketing, promotions and public relations. Ensure that the department
regularly conducts relevant market research and coordinate and oversee this
activity and continuously monitor trends. Leads projects as assigned, such as
cause-related marketing and special events. Develop branding, maintain and
promote corporate identity. Render internal marketing campaigns. Plan,
manage, and coordinate events.

Mr. Errol Ogle, Tel No: (011) 689 6861
DIRECTOR: PROJECT MANAGER – REFS/002659 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
Branch: ICT
R948 174 per annum (all-inclusive remuneration package)
Johannesburg
An NQF level 7 qualification in Business Management/Information
Technology. A project certification is a necessity. 2-3 years’ experience in a
senior management position. Minimum of 3-5 years project management
experience. Minimum of 3 years information technology experience. Experience within government service will be an added advantage. Key Performance: the Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.

**DUTIES:**
prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team’s staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects.

**ENQUIRIES:**
Mr. Errol Ogle, Tel No: (011) 689 6861

**NOTE:** Preference Will Be Given To Women and People with Disability

**POST 12/94:** DIRECTOR: INFORMATION SECURITY – REFS/002660 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
Branch: ICT

**SALARY:** R948 174 per annum (all-inclusive package) Level 13

**CENTRE:** Johannesburg

**REQUIREMENTS:** Grade 12 certificate plus a SAQA recognised NQF 7 qualification in Information Technology. Professional certification in CISSP, CISA or CISM. A minimum of 5 years working experience at a Middle Management level in a role relating to Information Security. Knowledge of relevant Public Service Regulatory Framework.

**DUTIES:** Develop and maintain Information Security Strategy in support of business strategy and direction. Obtain senior management commitment and support for Information Security throughout the department. Ensure that definitions of roles and responsibilities throughout the Department include Information Security governance. Establish reporting and communication channels that support Information Security governance activities. Identify current and potential legal and regulatory issues affecting Information Security and assess their impact on the Department. Establish and maintain comprehensive Information Security policies, standards and procedures that support business goals and objectives. Policy development and formulation.

**ENQUIRIES:**
Mr. Errol Ogle, Tel No: (011) 689 6861

**NOTE:** Preference Will Be Given To Women and People with Disability

**POST 12/95:** DIRECTOR: APPLICATIONS DEVELOPMENT – REFS/002661 (5 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
Branch: ICT

**SALARY:** R948 174 per annum (all-inclusive remuneration package)

**CENTRE:** Johannesburg

**REQUIREMENTS:** Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in Information Technology. Minimum of five years’ experience at a Middle Management level in a role related to Applications Development. Knowledge of ITIL Service Management and COBIT essential. Experience in managing and developing employees. Large scale project management experience. Some experience in a volume driven processing centre environment will be an advantage.
DUTIES: Assume management responsibility for the analysis, evaluation, development, testing and implementation of Business Applications. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommend, develop and administer policies and procedures. Plan, direct, coordinate and review the work plan for the Applications team. Assign work activities, projects and programs. Review and evaluate work products, methods and procedures. Meet with team to identify and resolve problems. Analyse business systems to determine effectiveness. Coordinate and conduct user group education sessions for Applications team. Prepare various documentation including project reports, process and user manuals and procedures related or relevant to applications. Participate in the employee interview/selection process. Quality Assurance for payment authorisation Applications management.

ENQUIRIES: Mr. Errol Ogle, Tel No: (011) 689 6861
NOTE: Preference Will Be Given To Women and People with Disability

OTHER POSTS

POST 12/96: DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS – REFS/002803
Directorate: Corporate Communications
SALARY: R657 558 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus appropriate National Diploma/NQF level 6 equivalent qualification with 3-5 years communication experience or Matric plus 8-9 years’ experience in Communications. Public sector communication experience.
DUTIES: Four quarterly editions of the Imbumba publication which are strategic, professional in design and content and produced and distributed effectively and timeously. Twelve weekly electronic newsletters. A professional e-Government intranet website updated regularly with news, including a services database and other information required by visitors, and standards for Departmental websites. Well-written and produced GPG campaign media including booklets, posters, pamphlets and other media to promote the key messages, services and activities of GPG among the people of Gauteng. Directories of e-Government services. Sourcing professional DTP, media design, video and photographic services for the e-Government. Print, electronic and radio advertisements. E-Government and Office of the CEO media. Marketing and advertising strategy. Communication subunit is effectively managed. Manage and promote the e-Government brand and corporate identity. Manage the content and timeous and professional production of Imbumba publication in line with strategic e-Government communication imperatives and design standards. Management of the e-Government website and adherence to standards by Departmental websites. Manage the production of e-Government media including booklets, posters, pamphlets, service directories and other media to promote the key messages, services and activities of e-Government among the public. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Source and manage the provision of professional DTP, media design, video and photographic services for e-Government. Develop and implement effective marketing and advertising strategies, including through print, electronic media and radio advertisements. Management of the Subunit of communication services.
ENQUIRIES: Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980

POST 12/97: ASSIATN DIRECTOR: CONTENT MANAGEMENT – EDITORIAL – REFS/002793
Directorate: Strategy and Media Liaison
SALARY: R334 545 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a National Diploma in Journalism, Communications or relevant NQF level 6 qualification with minimum of 2-3 years’ experience in Journalism or Communications OR Matric plus 6-7 years’ experience in Journalism/Communications. Public sector communication experience.
DUTIES: Research and develop content for the print and electronic media. Writing and rewriting of content. Oversee language translation quality control measures.

ENQUIRIES: Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980

POST 12/98: ASSISTANT DIRECTOR: CORPORATE COMMUNICATION – REFS/002794
Directorate: Strategy and Media Liaison

SALARY: R334 545 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a National Diploma in Marketing, Communications, Brand Management or relevant NQF level 6 qualification, with 2-3 years’ experience in Communications, OR Matric plus 6-7 years’ experience in Communications. Public Sector Communication experience.

DUTIES: Manage and promote e-Government brand and corporate identity. Manage the content and timely and professional production of internal newsletter publication in line with strategic e-Government communication imperative and design standards. Management of the e-Government website and adherence to standards by Departmental websites. Manage the production of e-Government print material including booklets, posters, pamphlets, service directories and other print material to promote the key messages, services and activities of e-Government among the public. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Develop and implement effective marketing and advertising strategies, including through print, electronic media and radio advertisements. Ensure the professional execution of events and campaigns in accordance with a defined e-Government communications strategy. Communication subunit is effectively managed. Manage stakeholder (internal and external) database. Coordinate web projects across business units. Working with a cross-departmental team to maintain and develop the master calendar.

ENQUIRIES: Ms. Sithembile Buthelezi, Tel: (011) 689 6527 or Mr. Themba Psungo, Tel: (011) 689 6980

NOTE: Persons with disability are encouraged to apply.
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.

OTHER POSTS

POST 12/100: MEDICAL OFFICER OBSTETRICS & GYNAECOLOGY GRADE 1/2/3 X2:

REF NO: NDH 09/2018

Cluster: Obstetrics and Gynaecology Unit

SALARY: R736 425 - R977 199 All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE: Northdale Hospital

REQUIREMENTS:
Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below) Proof of current and previous work experience endorsed by the employer must be attached for (Grade 01 and Grade 02) Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage.

GRADE 1: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service

GRADE 2: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

GRADE 3: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as A Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

Knowledge, Skills, Training And Competencies Required:
- Sound Knowledge Of General Medicine And In The Discipline Of Obstetrics And Gynaecology,
- Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children’s Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy

DUTIES:
To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings

ENQUIRIES: Dr Mag. Molla Tel: 033 387 9000 Ext 9014

FOR ATTENTION: Dr MAG Molla
APPLICATIONS

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

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, and 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. NB The incumbent will be required: To rotate between Grey’s and Northdale Hospitals on a rotational basis to sign a performance agreement with the Head of Department within the rules of Employee Performance Management Development Systems (EPMDS). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE

11 April 2018

POST 12/101

OPERATIONAL MANAGER NURSING– GENERAL STREAM
REF NO: MBO 10/2018 (POST: 01)
Component: Nursing Section: Surgical Ward

SALARY

R394 665 per annum Benefits13th Cheque, 8% Rural Allowance Home owner Allowance: Optional Medical Aid: Optional Employee must meet prescribe requirements

CENTRE

Mbongolwane District Hospital

REQUIREMENTS

Senior certificate/Matric or equivalent National Diploma/Degree in General Nursing Science Certificate of Registration with the South African Nursing Council as a Professional Nurse Experience: A minimum of 7 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing. Current registration with S.A.N.C.2018 Verification of experience endorsed by Supervisor to be attached Certificate of service endorsed by Human Resource Department to be Attached Recommendations: Qualification As A Psychiatric Nurse Will Be Added As Advantage At least 1 Year Experience To Be Supervisory Knowledge, Skills, Training And Competence Required Knowledge of Nursing Care processes and procedures Knowledge of nurse Operational Management, co-ordination, networking liaison skills Good communication, interpersonal relations, problem solving, conflict management skills Planning and organizing, report writing skills People management and financial management skills

DUTIES

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Co-ordinate and monitor the implementing of nursing care plan evaluation thereof Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients Maintain constructive working relationship with nursing and other stakeholders e.g inter-professional, inter-sectoral and multi-disciplinary team work Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures Manage and monitor proper utilization of human, financial, physical and material resources Coordinating of the provision of effective training and research Provision of effective support to Nursing Services by assisting with relief duties of the supervisor and partake in overall i.e. Team Building

ENQUIRES

Mrs Z Mthembu Tel No: 035 4768242 ext. 204
APPLICATIONS: Applications must be forwarded to: The Chief Executive Officer Mbongolwane District Hospital Private Bag 126 Kwapett 3820
FOR ATTENTION: Human Resource Practices
NOTE: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any government department or from the website www.kznhealth.gov.za Certified copies of highest educational qualifications and/or professional registration certificate –not copies of certified copies. Certified copies of Diploma/ Bachelor Degree /Highest educational certificates Curriculum vitae Certified ID copy The Circular Minute Number must be indicated in the column provided on the Z83, e.g. Circular Minute Number MBO 04/2012. NB: Failure To Comply With The Above Instructions Will Disqualify Applicants. Persons with disabilities are encouraged to apply for the posts. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications), Candidates will be required to provide verification of experience indicating duties from their previous and current employer NB: Please note that due to large number of applicant anticipated, individual applications will not be acknowledged, however, should you receive no response within six weeks from the closing date of the advertisement; consider your application as unsuccessful. Due to budgetary constraints, subsistence and traveling expenses will not be paid. NB: Due to financial constraints S&T will not be paid to those who attend interviews at Mbongolwane Hospital NB: Applicants Who Had Previously Applied Are Encouraged to Re-Apply. NB: If You Have Not Been Contacted Within Four (4) Weeks Hereof, Please Consider Your Application as Being Unsuccessful
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: 06 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).

OTHER POST

POST 12/102 : DEPUTY DIRECTOR: CORPORATE SERVICES (REF NO. P 15/2018)

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

CENTRE : Regional Office, Durban

REQUIREMENTS : A recognised Bachelor’s Degree/ National Diploma in a Human Resource Management/ Public Management and Administration related field (NQF level 6), plus A minimum of 3 years junior management experience in a Corporate Services environment; plus A valid driver’s licence (minimum Code B). In depth understanding of legislation/ policies/ instructions/ delegations/ regulations/ procedures pertaining to Public Sector and specifically to the Department of Transport. Understanding of the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of Administrative procedures. Knowledge of Human Resource Management. Knowledge of Traffic Law Administration. Knowledge of Fleet Management. Knowledge of EPMDS. Knowledge of disciplinary procedures. Knowledge of general admin procedures. Knowledge of Financial Management. Computer literacy. Ability to interpret legislation/ policies/ contracts. Ability to plan and organise. Ability to make decisions. Ability to delegate work. Ability to work independently. Ability to work under pressure and to meet deadlines. Good interpersonal relations skills. Good verbal and written communication skills. Ability to manage systems, Persal, BAS, EPMDS etc. Co-ordination skills. Pre-sentation/ facilitation/ training skills. Interpersonal relations skills. Management skills. Planning and organisational skills. The ideal candidate should be committed to organizational objectives/ projects and programmes and be self-disciplined. He/she must also be responsible, dedicated, be able to work as part of a team and be loyal and honest.

DUTIES : Provide and manage Human Resource and Human Resources Development in the region: Manage and control the general conduct and performance of personnel. Control the regional staff establishment. Assess staff performance and provide in service and formal training. Implement/ Co-ordinate service delivery programmes. Manage and control general admin services- Fleet management and Office Services: Manage the provision of effective office services e.g registry, transport, accommodation, switchboard etc. Manage and control security services. Provide food services. Manage and control communication services/ systems: Co-ordinate/ support the provision of information. Technology services/ requirements. Provide reception services. Manage and Control the Regional Office budget, budget estimates, business and business plans. Prepare budget estimates. Prepare business plan. Manage and control Traffic Law Administration: Manage Human Resource and other matters e.g appointments, leave, general benefits etc. Manage and control budget.

ENQUIRIES : Mr JS Mbhele Tel. No: (031) 700 2222

FOR ATTENTION : Mr C McDougall

NOTE : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.
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: 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, Gaborone Building, Mmabatho.

CLOSING DATE: 06 April 2018

NOTE: 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.

OTHER POST

POST 12/103: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWOOP/07/4

SALARY: R334 545 per annum (Level 9)

CENTRE: Mahikeng

REQUIREMENTS: A Bachelor’s degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa or as a Social Worker with the South African Council for Social Services Professions (SACSSP). 3-5 years experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver’s license. The incumbent must be willingness to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, human resources management, managing performance and supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.

DUTIES: Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and to monitor and evaluate the impact of the wellness programme in the Office. Conduct counseling, group work, crisis intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops materials, questionnaire design and data collection, data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Provide support and advice to management on Employee Health and Wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV and AIDS services. Manage the performance of staff and regularly ensure assessment of their performance.

ENQUIRIES: Ms. G Lebeko, Tel: 018 -388 3507
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.

MANAGEMENT ECHELON

POST 12/104: HEAD CLINICAL UNIT GRADE 1 (MEDICAL: ANAESTHESIOLOGY)

SALARY: R1 550 331 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the (HPCSA) as Medical Specialist in Anaesthesia.
Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesia. Inherent requirement of the job: Participation in after-hours duties. Competencies (knowledge/skills): Knowledge of Anaesthesiology at the level of HoCU. Absolute dedication to patient care. Physical ability to manage all activities related to routine as well as emergency patients in Theatre and Critical Care. Ability to function well within a team and the Department of Anaesthetics and Critical Care. Active participation in pre- and post-graduate teaching and training programmes. Ability to keep neat and complete records. Participation in delegated administrative functions and the execution of these. Good communication with all categories of staff as well as students. Ability to effectively as a senior specialist manage a large amount of junior staff which spans a number of Theatres. Ability to function well within the Department of Anaesthetics and Critical Care organisation and its rules. Ability to function well within the Metro East Geographic Service Area (GSA) and the rest of Tygerberg Hospital’s catchment area. Maintain professional integrity. Ability to work well at the level of Head of Clinical Unit (HoCU) and to lead and manage a clinical Anaesthetic team, organise teaching activities, stimulate research and perform administration in conjunction with the Head of Department (HOD) of Anaesthesiology. May have to act as Head of the Department in the absence of the HOD.

DUTIES:
Provide Clinical Service Delivery, Clinical Service Co-ordination and Clinical Governance at the standards required of an Anaesthesiologist at the level of HoCU in Anaesthesiology, Critical Care. Perioperative Medicine and/or pain Management, and Clinical Service Co-ordination and Clinical Governance both at Tygerberg Hospital and at District Hospitals within the Metro East Geographic Service Area (GSA) and the rest of Tygerberg Hospital’s catchment area. Teaching and training of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers and Nursing staff at Tygerberg Hospital as well as the Metro East (GSA) and the rest of Tygerberg Hospital’s catchment area. Evaluation of students and peers. Stay abreast of latest developments in the field of Anaesthesiology and Critical Care. Manage Hospital and University related managerial tasks and people management. Research related to Anaesthesiology and Critical Care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES: Prof A Levin, Tel. No. (021) 938-9226/Dr A Müller, Tel.No. (021) 938-4139

APPLICATIONS: To the Director: People Practices and Administration, Department of Health, P.O Box 2060, Cape Town, 8000.

FOR ATTENTION: Ms C Dawood

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

CLOSING DATE: 06 April 2018
POST 12/105: MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 (PAEDIATRIC CRITICAL CARE) (3 YEAR CONTRACT)

SALARY:
Grade 1: R1 151 088 per annum,
Grade 2: R1 316 136 per annum,
Grade 3: R1 439 112 per annum, (A portion of the package can be structured according to the individual’s personal needs).

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

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Paediatric Critical Care. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialty) in Paediatric Critical Care. Grade 2: A minimum of 5 years’ appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-specialty) in Paediatric Critical Care. Grade 3: A minimum of 10 years’ appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-specialty) in Paediatric Critical Care.

DUTIES:
Key result areas/outputs: Responsible (with the consultant team) for the care of critically ill children in a 22-26 bed multi-disciplinary Paediatric Intensive Care Unit. Patient care and supervision of junior medical staff. Teaching and training of medical, nursing and paramedic staff. Participation in research and clinical audit activities in the Paediatric ICU. Development and implementation of research into issues pertinent to critical care in South Africa. Participate in management, administration and leadership within the unit. Review and redevelop documents and protocol used in the PICU.

ENQUIRIES:
Prof AC Argent, Tel. No. (021) 658-5369, email: andrew.argent@uct.ac.za

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

FOR ATTENTION:
Ms T Nqola

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

CLOSING DATE:
06 April 2018

POST 12/106: MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)
Overberg District

SALARY:
Grade 1: R991 857 per annum
Grade 2: R1 134 069 per annum
Grade 3: R1 316 136 per annum

CENTRE:
Caledon Hospital, Theewaterskloof Sub-district

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum
of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Department’s Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES:
(key result areas/outputs): Be part of the Hospital and Sub-district Health Services team. Act as co-ordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Supervise the sub-district Medical Officers team and report to Manager: Medical Service with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-districts. Initiate, supervise and conduct research appropriate to the needs of the Sub-district. In conjunction with Manager: Medical Service, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

ENQUIRIES:
Dr MS Rambiyana, Tel. No. (028) 212-1070
FOR ATTENTION: Ms A Brits
APPLICATIONS:
The Director: Overberg District, Private Bag X07, Caledon, 7230.
NOTE:
No payment of any kind will be 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)”

CLOSING DATE: 06 April 2018

OTHER POSTS

POST 12/107

MEDICAL PHYSICIST GRADE 1 TO 3

SALARY:
Grade 1: R558 246 per annum
Grade 2: R672 594 per annum
Grade 3: R769 026 per annum
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years’ appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years’ appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicists. Understanding the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with
exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

**DUTIES**

- Key result areas/outputs: Active participation in the routine execution of clinically related Medical Physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

**ENQUIRIES**

- Ms N Joubert, Tel. No. (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

**FOR ATTENTION**

Ms N Mbilini

**APPLICATIONS**

To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.

**NOTE**

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

**CLOSING DATE**

- 06 April 2018

**POST 12/108**

**OPERATIONAL MANAGER NURSING (SPECIALITY: PSYCHIATRY)**

- Chief Directorate: General Specialists and Emergency Services

**SALARY**

- R499 953 (PN-B3) per annum

**CENTRE**

- Lentegeur Hospital

**REQUIREMENTS**

- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid code (B/EB) drivers licence. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working with in the Acute Psychiatric Services.

**DUTIES**

- (key result areas/outputs): Coordinate, supervise and control nursing services. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources and the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

**ENQUIRIES**

- Ms BL McKay, Tel. No. (021) 370-1248/Ms A Jarvis, Tel. No. (021) 370-1231

**APPLICATIONS**

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

**FOR ATTENTION**

Ms G Owies

**NOTE**

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

**CLOSING DATE**

- 13 April 2018
POST 12/109: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro District Health Services

SALARY: R499 953 (PN-B3) per annum
CENTRE: Crossroads Community Day Centre
REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least one year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recongnisable 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/recongnisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): 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).

DUTIES:
Manage, control and act in facets of health, support, security, cleaning, and infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.

ENQUIRIES: Ms S Abrahams, Tel. No. (021) 386-1119
FOR ATTENTION: Mr RS Jonker
APPLICATIONS: The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 06 April 2018

POST 12/110: OPERATIONAL MANAGER NURSING (SPECIALITY: PSYCHIATRY)
Chief Directorate: General Specialists and Emergency Services

SALARY: R499 953 (PN-B3) per annum
CENTRE: Lentegeur Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recongnisable 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/recongnisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid code (B/EB) drivers licence. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recongnisable experience working with in the Acute Psychiatric Services.

DUTIES:
Coordinate, supervise and control nursing services. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources and the execution of
quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES
Ms BL McKay, Tel. No. (021) 370-1248/Ms A Jarvis, Tel. No. (021) 370-1231

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

FOR ATTENTION
Ms G Owies

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

CLOSING DATE
13 April 2018

POST 12/111
RADIOGRAPHER GRADE 2 TO 3 (RADIATION ONCOLOGY)

SALARY
Grade 2: R414 069 per annum,
Grade 3: R487 752 per annum

CENTRE
Tygerberg Hospital, Parow Valley

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Radiographer in Radiation Oncology.
Experience: Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in Radiation Oncology in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in Radiation Oncology in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in Radiation Oncology in respect of South African qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Radiation Oncology in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work after-hours and shifts. Competencies (knowledge/skills): Render administrative and information support to Unit Manager. Clinical training of students.

DUTIES
(key result areas/outputs): Radiotherapy treatment and planning according to clinician’s instructions. Must be able to treat Patients and other staff with patience and empathy. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development and training. Perform effectively as part of a multidisciplinary team. Displays an interest in and an aptitude for Graphical Planning. Knowledge and Implementation of new planning and treatment techniques advantageous.

ENQUIRIES
Ms K Ismail, Tel. No. (021) 938-4701

APPLICATIONS
The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION
Ms V Meyer

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

CLOSING DATE
06 April 2018

POST 12/112
CHIEF RADIOGRAPHER GRADE 1 TO 2 (DIAGNOSTICS)
Chief Directorate: General Specialists and Emergency Services

SALARY
R414 069 per annum

CENTRE
Oral Health Centres

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) as Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer (Independent Practitioner). Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiographer (Independent Practitioner) after registration with the HPCSA. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to CR, CT, Theatre, mobile and general radiography protocols. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Excellent computer skills (i.e. MS Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance
Management Systems. Ability to manage and supervise the department with knowledge and skills of Computerised Tomography (CT), General Radiography, Theatre and mobile radiography.

**DUTIES**: (key result areas/outputs): Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area and participate in research related to the Clinical areas. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation and give administrative and information support to the Head of Department.

**ENQUIRIES**: Dr S Shaik, Tel. No. (021) 937-3110

**APPLICATIONS**: To the Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.

**FOR ATTENTION**: Ms P de Bruin

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

**CLOSING DATE**: 06 April 2018
in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 13 April 2018

POST 12/114 : ASSISTANT DIRECTOR: INFORMATION MANAGEMENT
Cape Winelands Health District

SALARY : R334 545 per annum
CENTRE : Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year diploma/degree or equivalent qualification. Experience: Appropriate experience in Information Management. Experience in health related Information Systems (e.g. SINJANI, DHIS, TIER.net, ERT.net etc.). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to health information management. Demonstrates epidemiological thinking. Good interpersonal and leadership skills. Ability to critically analyse bio-statistical and epidemiological information.

DUTIES : (key result areas/outputs): Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to all Sub-structure components and facilities. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organisation’s values. Provide presentation of data to end-users that allows for easy interpretation and application at facility and service level. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the District and Sub-structure. Provide knowledge and mentoring support to sub-district Information Management and clinical staff. Management of the district Information Management Unit.

ENQUIRIES : Ms S Neethling, Tel. No. (023) 348-8120
APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 April 2018

POST 12/115 : COMMUNICATIONS OFFICER
Head Office, Cape Town

SALARY : R281 418 per annum
CENTRE : Directorate: Communications (Stationed at Cape Winelands District Office, Worcester)
REQUIREMENTS : Minimum educational qualification: A formal three-year qualification (Degree/Diploma) in Communication, Journalism, or Public Relations. Experience: Appropriate experience in the relevant field. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal skills and good time management skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Sound knowledge of how the media works. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and desktop programmes, i.e. MS Publisher, Adobe In-design, etc.). Ability to work independently operational management capability analytical and problem-solving abilities.

DUTIES : (key result areas/outputs): Compiling of research, co-ordination, editing and producing communication material. Handling of all queries from the general public. Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation). Advertising and marketing. Communication with all staff involved when there is a special event. Identifying interesting and positive stories for the media.

ENQUIRIES : Mr M van der Heever, Tel. No. (021) 483-3716
APPLICATIONS : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 April 2018

POST 12/116 : PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: EYE CLINIC)
Chief Directorate: Metro District Health Services

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

CENTRE : Eerste River Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with SANC as Professional Nurse for the year 2018. 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. Competencies (knowledge/skills): Knowledge and understanding of HR, Finance, Budget and SCM procedures, legislation and processes. Good communication, report writing skills and ability to plan, organize, make decisions and solve problems. Computer literate. Knowledge and experience of functioning of the eye clinic including procedures, processes and equipment’s.

DUTIES : (key result areas/outputs): Utilise human, material and physical resources in the eye clinic efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Implement standards, practices, criteria and indicators for quality nursing improvement in the eye clinic. Provide direction and supervision for the implementation of the nursing plan in the eye clinic. Participate in training initiatives, research and health information management for the benefit of the hospital.

ENQUIRIES : Ms MM Luphondo, Tel. No. (021) 902-8010/24

APPLICATIONS : The Chief Executive Officer: Eerste River Hospital: Private Bag x 5, Eerste River, 7103.

FOR ATTENTION : Ms E Wege

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

CLOSING DATE : 06 April 2018