PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 OF 2018
DATE ISSUED: 29 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.

AMENDMENT: GAUTENG DEPARTMENT OF EDUCATION: Kindly note that the post of Deputy Director: Infrastructure Programme Manager (Civil Structural Engineer) advertised in vacancy circular 11 dated 16 March 2018, The reference number was incorrect, the correct reference number is REF NO: HO2018/03/02.
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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 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 (VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE

13 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.

ERRATUM:

Kindly note the post of Assistant Director: Filing Systems National Archives of South Africa Ref No: 27/2018 advertised in circular 12 dated 29 March 2018 with the closing date of 09 April 2018, the requirement has been amended to 2 – 3 years’ experience. Kindly note the post of Archivist Arrangement and Description Ref No: 29/2018 advertised in circular 12 dated 29 March 2018 with the closing date of 09 April 2018, the number of post is 2 as it was not indicated in the previous advert. Kindly note that the post of Deputy Director: Monitoring And Evaluation Ref No: 24/2018(Branch: Institutional Governance) advertised in vacancy circular 12 dated 23 March 2018 the duties has been amended to the following: Coordinate the development and institutionalise comprehensive M&E policy, frameworks and relevant strategies, guidelines to enable M&E Directorate to function effectively and efficiently. Coordinate the development and institutionalise the departmental evaluation policy and three year rolling evaluation plan. Develop standards and templates to guide department in submitting the concept notes for proposed evaluations. Conduct regular briefing workshops with branches to deepen understanding of evaluations. Conduct evaluations on the programmes or projects as indicated by the management. Set up the evaluation committee/panel and serve as secretariat of the committee and facilitate approval of the proposed evaluation plans and submission to DPME. Review, analyse branches performance and prepare the performance reports such as monthly, quarterly and annual reports and other required reports. Serve as performance information specialist; coordinate meetings between quality assurance providers such as AGSA and management. Develop actions plans relating to performance information in order to reduce audit findings. Assist in managing the performance of M&E Directorate against its plans, budgets, and other resources and supervise subordinates. Report on the progress made in the implementation of the comprehensive monitoring and evaluation system to inform DAC planning. Enquiries: Ms Siena Botha, Tel 012 441-3646 / 082 324 3637.
OTHER POSTS

POST 13/01 : SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 34/2018
Directorate: Legal Services

SALARY : MR-6 R420 909 – 1 023 054 per annum (Salary will be determined in accordance with the occupational specific dispensation (OSD) applicable to legally qualified personnel)

CENTRE : Pretoria

REQUIREMENTS : The applicants must have a minimum qualification of an LLB degree or equivalent qualification in Law. At least 8 years’ postgraduate legal experience. The following are essential requirements: Knowledge and understanding of the role and functions of the Department of Arts and Culture and of broad Government imperatives. People management skills. Strong organizational and supervisory skills. Knowledge and competence in managing human, physical and financial resources. Knowledge of and experience in drafting, legal editing and interpretation of contracts and legislation and the furnishing of well-researched and legally sound opinions and advice. General knowledge of all legal matters. Knowledge and understanding of the legislative framework governing the Public Service. Excellent communication skills (both verbal and written). Legal drafting skills and ability. Sound legal research and analytical skills. Excellent human relations and interpersonal skills. Negotiation skills.

DUTIES : The incumbent will be responsible for the following: Drafting and editing of legal documents such as contracts, letters, memoranda and related documents. Provide legal opinions and advisory notes on matters of statutory interpretation, the common law and various other matters. Provide general legal assistance to the Department to enable it to fulfil its mandate. Make input on law reform and legislation affecting the Department. Drafting and editing of departmental legislation. Provide advice and managing the departmental litigation matters. Liaison with the State Attorney, private lawyers, relevant Government departments and other stakeholders. Maintain linkages and networks with the State Attorney, Private Attorneys and all public sector lawyers. Undertake legal research and analysis on law and ascertain new developments affecting the Department. Conduct legal awareness and education including workshops and information sessions. Send out circulars and advisory notes on legal compliance. Assist with the management of the Legal Services Directorate and/or deputising for the Director on all managerial matters. Assist with the management and supervision of a team of Legal Administration Officers and Legal Interns within the Legal Services Directorate. Attend to Promotion of Access to Information Act (PAIA) requests and Parliamentary questions.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha, Tel 012-441 3646/3730/0823243637

POST 13/02 : SENIOR SECRETARY REF NO: 35/2018
Office of the Chief Director: National Archives of South Africa

SALARY : R226 611 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year degree or National Diploma and 3 years relevant secretarial experience or a Senior Certificate and a minimum of 5 years’ experience in rendering secretarial/administration support services to a Senior Manager. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Sound organisational skills. The candidate must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of reliability and be willing to travel when the need arises.

DUTIES : The purpose of this post is to provide a secretarial, clerical and administrative support service to the senior manager at an advanced level. Handle telephone and written enquiries. Manage the diary of the senior manager and keep it up to date. Liaise with travel agencies to do travel arrangements of the senior manager. Process subsistence and travel claims. Type and prepare presentations. Organise and manage logistics for workshops, seminars and meeting for the senior manager. Prepare agendas, programmes and record
minutes of meetings of the senior manager. Draft allocated correspondence and reports. Administration of leave register and telephone accounts. Maintain the office filing and administrative responsibilities. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the Directorate. Supports the senior manager with the administration of the budget.

ENQUIRIES: Ms N Ngcama, Tel 082 324 3637

POST 13/03: SENIOR SECRETARY REF NO: 36/2018
Office of the Director: Living Heritage

SALARY: R266 611 per annum
CENTRE: Pretoria
REQUIREMENTS:
An appropriate 3-year degree or National Diploma and 3 years relevant secretarial experience or a Senior Certificate and a minimum of 5 years’ experience in rendering secretarial/administration support services to a Senior Manager. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Sound organisational skills. The candidate must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of reliability and be willing to travel when the need arises.

DUTIES:
The purpose of this post is to provide a secretarial, clerical and administrative support service to the senior manager at an advanced level. Handle telephone and written enquiries. Manage the diary of the senior manager and keep it up to date. Liaise with travel agencies to do travel arrangements of the senior manager. Process subsistence and travel claims. Type and prepare presentations. Organise and manage logistics for workshops, seminars and meeting for the senior manager. Prepare agendas, programmes and record minutes of meetings of the senior manager. Draft allocated correspondence and reports. Administration of leave register and telephone accounts. Maintain the office filing and administrative responsibilities. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the Directorate. Supports the senior manager with the administration of the budget.

ENQUIRIES: Ms N Ngcama Tel 082 324 3637
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 in the prescribed rules.

ERRATUM: Kindly note that the following posts: Legal Administration Ofﬁcer: Policy & General Legal Support, REF: DLSD/58/17/01, Legal Administration Ofﬁcer: Policy & General Legal Support, REF: DLSD/58/17/02 and Legal Administration Ofﬁcer: Legislative Drafting & Mou, REF: DLSD/58/17/03 advertised in Public Service Vacancy Circular 09 dated 02 March 2018 with the closing date of 23 March 2018 are hereby withdrawn and put on hold until further notice.

POST 13/04:
FINANCE CLERK: PRODUCTION (3 POSTS)
Financial Management Division, Chief Directorate Fin SANDF, Budget Management Ofﬁce, Joint Operations Division, Finance Management Ofﬁce.

SALARY: R152 862 per annum (Level 5).
CENTRE: J TAC HQ Limpopo, Polokwane, Ref No: CFO 18/3/1A.
J TAC HQ KwaZulu Natal, Bluff Durban, Ref No: CFO 18/3/1B.
J. TAC HQ North West, Mahikeng, Ref No: CFO/18/3/1C.

REQUIREMENTS: Minimum requirement: Grade 12 certiﬁcate with Finance or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of main frame Financial Management System (FMS)/Basic Accounting System (BAS) or any other Private Sectors ﬁnancial systems would serve as a strong recommendation. Ability to understand and interpret basic ﬁnancial, Procurement, Accounting and Human Resource Management (HRM) policy and prescripts. Basic knowledge of ﬁnancial practices and Supply Chain Management (SCM) and knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Procurement Prescripts. Knowledge of budget process as well as the basic ﬁnancial functions in the Department of Defence (DOD) or any other Public Service/Private sectors Department would serve as a strong recommendation. Well-developed reasoning, organising, problem solving, facilitating, report writing and accounting skills. Good interpersonal relations. Honesty, integrity, diligent, ethical, intuitive thinking, decisive, perceptible,
positive, creative and good team worker. Ability to effectively and efficiently communicate and liaise with suppliers and clients. Permanent RSA citizen with no criminal record. Being in the possession of valid RSA Vehicle driver’s license will be a strong recommendation. Added advantage: Post matric qualification in Finance or a minimum of one year relevant experience.

**DUTIES**: Distribute budget management policies and instructions. Assist in the Administration of the Performance Assessment process. Assist in establishing and maintaining internal mentorship program. Compile inputs for finance training. Attend training and development opportunities. Assist with the preparations to receive new appointees in the section. Facilitate process to procure/obtain equipment and resources by compiling list of requirements, initiating procurement process, obtaining authority to procure, receive equipment and capture in assets register. Coordinate performance assessment process for personnel in the section. Assist in HR administration. Printing and Distributing of management directives. Assist in administrating internal grievance procedure. Administrative attendance register. Keep record of and process application for security clearances. Execute equipment maintenance process and initiate the process to dispose/of retire resources in the section. Managing the processing of documentation and files and maintaining an internal registry office. Maintaining an internal stationery store and keeping an office inventory. Making travel arrangements and arranging S&T. Taking notes and drafting minutes and agendas for meeting. Performing elementary/auxiliary personnel administration tasks.

**ENQUIRIES**: Ms M.D. Tseka, Tel (012) 355 3080.

**APPLICATIONS**: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria 0001 or may be hand-delivered to: Department of Defence, Poynton Building, 195 Bosman Street, Pretoria, where it must be placed in wooden box number 5 at Reception (Please use reference number not post number).

**CLOSING DATE**: 16 April 2018 (Applications received after the closing date and faxed copies will not be considered).
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng.

CLOSING DATE: 13 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 completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 13/05: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT
Directorate: Human Resource Management

SALARY: R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Pretoria

REQUIREMENTS: Grade 12 and a three year National Diploma/Bachelor’s degree in Human Resource management or an equivalent Qualification; Four (4) years human resources administration experience, with two (2) years at supervisory level. Knowledge and understanding of the current public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to users; Computer literacy in MS Office; A valid driver’s license. Skills and competencies: Computer literacy. Good verbal and written communication skills. Strong leadership skills. Project management skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES: Manage the Conditions of Service in accordance with the relevant prescripts; Coordinate implementation of the approved post and staff establishment; Manage employee records; Manage Audits and implement corrective measures; Establish systems to ensure successful implementation of Human Resource strategies and plans; Manage conditions of service and benefits for all levels including, SMS and MMS employees. Responsible for policy implementation and compliance on leave, long service, PILIR, GEHS, Medical
Assistant, IOD, overtime, resettlement benefits and terminations; Monitor and evaluate quality of information captured on Persal; Manage Employee Performance Management and Development System (EPMDS); Provide analysed data to management. Develop and review HR Policies; interpret HR Policies and prescripts; Establish systems to improve customer engagement on HR issues at National and Provincial Offices; Report weekly, monthly, quarterly and annually; Supervise staff and manage their performance according to the Performance management system.

ENQUIRIES: Ms Zanele Ramatsebe (012) 473 0472
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: 16 April 2018 Time: 12h00 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, service certificates, including ID and driver’s licence. No faxed or e-mailed applications as well as certified copies older than three (3) months 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 post. 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 POSTS

POST 13/06
CHIEF FORENSIC ANALYST GRADE 1 - X3
Chief Directorate: Trauma, Violence, Emergency Medical Services and Forensic Pathology Services.
Directorate: Forensic Pathology Services

SALARY
Grade 1: R414 069 – R 459 558 per annum as per OSD

CENTRE
(X1 FCL Durban – Ref No: NDOH 16/2018)
(X1 FCL Cape Town – Ref No: NDOH 17/2018)
(X1 FCL Pretoria – Ref No: NDOH 18/2018)

REQUIREMENTS:
A BSc degree with Chemistry as a major subject or Diploma in Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years' proven experience. Knowledge of the types and uses of analytical equipment such as gas chromatography (GC), high performance liquid chromatography (HPLC), mass spectrometer (MS), polarography, ion chromatograph, spectrophotometer, atomic absorption spectroscopy. Sound and in-depth knowledge of analyses of foodstuffs and cosmetic as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. Sound and in-depth knowledge of analyses of biological samples for the presence of alcohol, drugs and poisons. Knowledge of Criminal Procedures Act, Health and Safety Act as well as basic knowledge of judicial systems and court procedures. Skills and knowledge in chemistry and / or Biochemistry. Knowledge of ISO17025 and its use in the laboratory. Good communication (written and verbal), interpersonal, facilitation, presentation and research skills. Ability to remain unbiased in the examination of court evidence as well as meticulous and capable of clear and logical thinking. A valid driver’s license. A practical test will be conducted on the day of the interview to determine the technical, data processing and data interpretation skills of the candidate.

DUTIES:
Preparation of samples for analysis in the Forensic chemistry laboratory. Record sample information such as grinding, weighing, chemical treatment, hatching, filtration, evaporation, distillation, digestion (wet, dry and microwave) and solid phase extraction. Analysis of complicated samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, inductively coupled plasma atomic emission spectroscopy, visual inspection, mass spectrometry, liquid chromatography, wet chemistry, and spectrophotometry. Conduct analytical
service to the section, performance of statistical evaluation and interpretation of statistical data, conduct statistical analysis, review analysis and review data interpretation, issue certificates and affidavits, interpret analytical data and calculate results by means of mathematical formula. Method developing, validation and verification. Do preventive maintenance of instruments. Coordinate the administration of HR and physical assets of the sub-unit (Blood/Food/Toxicology). Training employees, allocation of work, handle queries, complaints and prioritise samples/cases, purchasing and safe-keeping of office equipment. Management of risk (scientific responsibility, integrity and research). Maintain analytical proficiency test or inter-laboratory testing program, manage the construction of standard operating procedures, create working instructions, maintain the quality system in the section and ensure filing of order forms and invoices.

ENQUIRIES : Ms AA Grove’ at Tel (012) 395-9361
NOTE : People with disabilities are encouraged to apply. Application form should be submitted for each post applied for.

POST 13/07 : FINANCE CLERK (2 POSTS) (CONTRACT POST ENDING MARCH 2019)
(REF NO: NDOH 19/2018)
Chief Directorate: Financial and Management Accounting.

SALARY : R152 862 per annum (plus 37% in lieu of benefits).
CENTRE : Pretoria.
REQUIREMENTS : A Senior Certificate or equivalent NQF 4 certificate plus a National Diploma/Bachelor degree in Finance/Accounting. At least two (2) years’ experience in a finance environment. Basic knowledge of the Public Finance Management Act, Treasury Regulations, the PERSAL System, Basic Accounting System and procedure manuals. Good communication (verbal and written), analytical and computer skills (MS Office packages).

DUTIES : Render Financial Accounting transactions. Monitor the departmental bank account and ensure that all interface transactions are allocated to the ledger account. Perform debt support services. Confirm the overall correctness of debts and forward correct monthly debt statements to debtors. Management of risk and audit queries.

ENQUIRIES : Ms G Mawela at Tel No (012) 395 8695.
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE: 20 April 2018 at 13:00

NOTE: Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ERRATUM: Kindly note that the following posts: Campus Manager, Ref No: 2018/001; Curriculum Specialists: NC (V) Business Studies Ref No: 2018/002, Report 191 Business Studies, Ref No: 2018/003, NC (V) Engineering Studies, Ref No: 2018/004 and Report 191 Engineering Studies, Ref No: 2018/005 advertised in circular 05 dated 02 February 2018 with the closing date of 23 February 2018 have been withdrawn. The mentioned posts will be re-advertised by the Department of Higher Education and Training.

OTHER POSTS

POST 13/08: TECHNICAL TRAINING CENTRE SUPERVISOR, REF. NO. 2018/06

SALARY: R308 877 per annum (PL2) plus benefits as applicable in the Public Sector (College appointment)

CENTRE REQUIREMENTS: Esikhawini Campus

N3 qualification inclusive of two languages or NCV level 4 or Matric/Grade 12. A trade tested artisan qualification relevant to the ARTISAN Development training programmes offered at the campus or related civil engineering qualification. Minimum of 5 years’ relevant industry experience within the construction sector. Minimum of 2 years proven management / supervisory experience. Certified assessor/ moderator, in a relevant trade, with an appropriate ETQA. This may be obtained after employment. Valid driver’s license. A skills test forms part of the selection process.

DUTIES: KRA: Operational Programme Management: Manage appropriate artisan development and other occupational programmes for the unit: Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Drive, in conjunction with the Curriculum Development Manager and Project Manager Artisan Development, a responsive, flexible syllabus based on local needs. Manage new programme decisions and the planning process, including programme accreditation. Drive programme quality systems and processes including assessment, moderation and performance records. Develop and manage the unit’s programme
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budgets and report on programme performance. Manage the identification and procurement/arrangement of student material, equipment and other resource requirements. Manage contract staff appointments, in line with the unit’s needs analysis, following college procedures. Manage and arrange unit staff interaction with relevant staff from other sites and training centres to enhance occupational programme delivery. Manage the reporting of Artisan Development (learnership/occupational) programme project progress and performance where applicable. Manage project, assigned to the unit, deliverables such as registering of students, signing of contracts and reporting.

KRA: Occupational programme delivery and administration: Manage and oversee the performance and development of unit’s facilitators. Manage the identification of unit’s facilitators’ skills and performance gaps and the proposed interventions. Ensure the implementation of best practice teaching practices across the unit’s programmes (e.g. daily lesson plans/programme plan). Report to the Academic Board. Oversee occupational student internal registration and administrative processes. Manage training bookings and allocations. Manage training centre administrator’s duties. Manage Training Centre Training officers’ duties. Manage the development and / or the production of classroom handouts, instruction materials, aids, manuals and assessment tools. Participate and lead occupational programme related assessment and moderation processes. Periodically evaluate ongoing programmes to ensure that they reflect any changes required or prescribed.

Control the unit’s students’ assessment records of students’ progress and performance. KRA: Stakeholder Management: Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA’s, community forums, local business and local government. Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators’ interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by different stakeholders. Maintain industry and other related partnerships through effective communication.

KRA: Work environment simulation: Manage the identification of work environment simulation needs for each occupational programme/Learnership and approve the plans to address specific requirements including resourcing options. Consolidate simulation options at the college (in collaboration with the Manager Artisan Development). Manage the implementation of systems to monitor the quality of workplace student experience. KRA: Unit Management: Manage job profiles for all posts in the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit’s budget and cash flow. Compile the annual operational plan related to the unit. Compile the annual Strategic plan related to the unit. Conduct performance appraisals with Unit staff and arrange and monitor individual development. Drive the establishment and maintenance of records, registers and document management systems for students and facilitators (Training Officers). Manage the unit’s administration of payments of project facilitators (Training Officers) and students. Manage the unit’s objectives. KRA: Training, learning and assessments: Teach students in classrooms and workshops, providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for the use in teaching. Maintain student attendance registers and produce student progress reports. Monitor and report on students’ engagement and responsiveness to teaching activities. Monitor the provision of resources to engineering stores, libraries and/or access to ICT facilities appropriate to the programme requirements and advise on these requirements. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Assess students by setting and marking exams and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles.
and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Maintain all assessment records of student progress and performance. KRA: Student Guidance and Support: Provide advice on occupational related career options in typical work scenario. Translate requirements into training that will groom students for the next step in their career path. Support students on an individual basis through academic and/or personal difficulties and liaise with other professionals within the Student Support function, as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures of misbehaviour or learning disruption. KRA: Performance Management: Meet deadlines relating to Supervisees’ performance contracts. Meet deadlines relating to Supervisees’ Quarterly performance reviews. Meet deadlines relating to Supervisees’ annual performance assessments. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements (PA’s) of affected staff; Ensure that newly appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensure that Key Result Area (KRA’s) of Supervisees are aligned to the Department’s and College’s Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that all funded, filled and unfilled posts within one’s area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College are in line with the Employment Equity Plan.

ENQUIRIES
Miss NNF Madladla at (035) 902 9532

POST 13/09
WORK PLACEMENT OFFICER: ENGINEERING, REF. NO: 2017/025 (RE-ADVERTISEMENT)

SALARY
R281 418 per annum (Level 8) plus benefits as applicable in Public Sector

CENTRE
Central Office

REQUIREMENTS
Three years’ recognised qualification in an Engineering related field. Three years’ minimum experience within a TVET Sector of which two years should be hands-on experience with the recruitment; selection and placement of candidates for WBE, WIL. Internships, Learnership or professional positions and one year’s experience dealing directly with corporate clients and entities. Extensive knowledge of: Employment practices and policies, TVET sector policies, practices and objectives, Public Sector financial management compliance and reporting requirements. Proven ability to build and maintain healthy relationships with external companies and corporate entities. Prove, computer literacy in MS Word, MS Excel, MS PowerPoint and MS Outlook; Proven report writing skills. Understanding of Human Resources related transcripts and directive applicable to the Public Service. A valid driver’s licence.

DUTIES
KRA: Work placement process management, coordination and administration: Plan, manage and coordinate placement of current and past students in workplace-based exposure (WBE) programmes, post-studies internships, learnership, traineeships and any other placement schemes. Update and alter work placement policies and procedures as required. Track, identify, explore and communicate work placement opportunities. Coordinate work placement processes across campuses, programmes and projects. Plan and manage work placement budgets and ensure that expenditure complies with budgeted amounts. Provide administrative support to campus staff involved in work placements. Ensure detailed and meticulous recordkeeping for all work placement practices. Identify and implement practices to enhance the effectiveness, efficiency, ethical conduct and compliance of the College’s work placement practices. Plan and implement administrative mechanisms for student tracking. KRA: Establishing, maintain and enhancing work placement stakeholder relationships: Continuously identify and recruit suitable partners for the College’s work placement practices, including employers and service providers. Enhance and expand existing work placement partner relationships. Ensure that work placement partners and stakeholders needs, requirements and expectations are appropriately determined and managed. Ensure continued amicable relationships between the college and work placement partners. Provide training and consultative support to work placement partners, campus staff and other stakeholders. Ensure continued, open and productive communication between the college and work placement partners.
Manage a record of work place partners with relation to capacity, occupation and approval. Ensure that campuses, work placement partners and other stakeholders are informed with regard to important developments, topical issues and best practices regarding work placement. Assist stakeholders to receive certificates as approved. Arrange and coordinate workplace approval for specific occupations between the relevant ETQA (SETA and QCT) and the work place partner. KRA: Recruitment and placement of candidates: Coordinate and execute the identification, recruitment, evaluation and selection of suitable students and/or former students for participation in work placement opportunities. Effectively match candidates to available opportunities. Ensure that accurate, presentable professional documentation (including CV’s, application letters and portfolios) are compiled for placement candidates. Effectively brief, induct and orientate candidates before placement. Design, compile and facilitate work-readiness and preparation programmes for students. KRA: Monitoring and evaluation of work placement practices: Conduct site visits to monitor and ensure placed candidates’ performance and placement hosts’ satisfaction. Ensure candidates’ full compliance with programme partners’ requirements and expectations. Timeously investigate, address and resolve complaints or concerns from all stakeholders. Ensure thorough documenting of placement activities, experiences, performance and guidance of recording thereof. Provide detailed, up-to-date and accurate reports to College management and programme partners, campuses and other stakeholders on all work placements activities, successes, challenges and statistics. KRA: Strategic planning and implementation: Ensure constant consultation with College Principal with work placement strategic plans. Facilitate involvement of Senior Management in the work placement communications and decision-making. Expand work placement sponsorship in collaboration with the Senior Management and coordinate necessary documents accordingly.

ENQUIRIES: Miss NNF Madladla at (035) 902 9532

POST 13/10: ADMINISTRATION LIAISON OFFICER, NKANDLA & BAMBANANI REF. NO: 2017/084-(RE-ADVERTISEMENT) (COLLEGE APPOINTMENT)

SALARY: R226 611 per annum (Level 7) plus benefits as applicable in the Public Sector. Fixed Term Contract until December 2019

CENTRE: Central Office


DUTIES: KRA: Campus Project Planning and Budgeting: Conduct project-related costing investigations; compile project budgets and capture all project expenditure. Track project expenditure against budget and project milestones. Prepare annual project budgets and forecasts and short term project cash and accounting budgets. Review project plans and ensure plans indicate key objectives, milestones, activities and required resources. KRA: Campus Project Financial Management: Review projects general ledger for accuracy and correct allocation. Produce monthly project financial reports for management review. Ensure compliance with terms of all projects and financial agreements, related documents and planning. Ensure quality of project payroll, bookkeeping, management and statutory accounting and reporting as well as project audit purposes. Prepare and analyse project related financials. Monitor and control financial performances of projects against projects plan and predetermined financial indicators. Overseer payments to suppliers and collect payment from clients. Liaise with both internal and external auditors. Manage cash of the project and accurate cash flow forecasting. Reconcile the records with vendors and clients on a timely basis. Prepare project bank account analysis on a monthly basis. Provide monthly financial reports as required for management decision-making at month-end. KRA: Project Management: Assist with project audits. Perform internal compliance audits. Serve as a liaison between management and clients’ finance departments and project managers. Ensure correct project resource ordering, invoicing and inventory data. Identify risks impacting the
ENQUIRIES: 

POST 13/11: ADMINISTRATION LIAISON OFFICER, OCCUPATIONAL PROGRAMMES 
REF. NO: 2017/085 – (RE-ADVERTISEMENT) (COLLEGE APPOINTMENT)

SALARY: R226 611 per annum (Level 7) plus benefits as applicable in the Public Sector
CENTRE: Central Office

DUTIES: KRA: Campus Project Planning and Budgeting: Conduct project-related costing investigations; compile project budgets and capture all project expenditure. Track project expenditure against budget and project milestones. Prepare annual project budgets and forecasts and short term project cash and accounting budgets. Review project plans and ensure plans indicate key objectives, milestones, activities and required resources. KRA: Campus Project Financial Management: Review projects general ledger for accuracy and correct allocation. Produce monthly project financial reports for management review. Ensure compliance with terms of all projects and financial agreements, related documents and planning. Ensure quality of project payroll, bookkeeping, management and statutory accounting and reporting as well as project audit purposes. Prepare and analyse project related financials. Monitor and control financial performances of projects against projects plan and predetermined financial indicators. Oversee payments to suppliers and collect payment from clients. Liaise with both internal and external auditors. Manage cash of the project and accurate cash flow forecasting. Reconcile the records with vendors and clients on a timely basis. Prepare project bank account analysis on a monthly basis. Provide monthly financial reports as required for management decision-making at month-end. KRA: Project Management: Assist with project audits. Perform internal compliance audits. Serve as a liaison between management and clients’ finance departments and project managers. Ensure correct project resource ordering, invoicing and inventory data. Identify risks impacting the project margin and actively contributes to risk mitigation. Propose corrective actions including accruals and financial provisions. KRA: Human Resource Administration Support: Ensure compliance with Human Resource policies, procedures and processes with reference to recruitment and employment of project specific staff. Link salaries with relevant budget and ensure correctly accounted for in the general ledger and budget variance analysis. Monitor and control payroll expenditure of projects against project plan and predetermined financial indicators. Ensure deliverables are met within the timelines, invoices generated and payments timeously received. KRA: Reporting: Provide detailed, up-to-date and accurate reports to College management, programme partners and project- co-ordinators.

ENQUIRIES: Miss NNF Madladla at (035) 902 9532

POST 13/12: TECHNICAL TRAINING CENTRE TRAINING OFFICER: RIGGER, REF. NO. 2018/07 (COLLEGE APPOINTMENT)

SALARY: R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
CENTRE: Richtek Campus
REQUIREMENTS:

DUTIES:
KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre- and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES:
Ms NNF Mdladla at (035) 902 9532

POST 13/13:
TECHNICAL TRAINING CENTRE TRAINING OFFICER: MILLWRIGHT.
REF. NO. 2018/08 (COLLEGE APPOINTMENT)

SALARY:
R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE:
Richtek Campus

REQUIREMENTS:
DUTIES:

KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records.

KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre- and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. Complete all related assessment and moderation administrative records or reports. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme.

KRA: Subject development and marketing: Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community.

KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES:

Ms NNF Mdladla at (035) 902 9532

POST 13/14:

TECHNICAL TRAINING CENTRE TRAINING OFFICER: FITTER, REF. NO. 2017/114 – RE-ADVERTISEMENT (COLLEGE APPOINTMENT)

SALARY:

R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE:

Mandeni Campus

REQUIREMENTS:

A relevant recognised artisan qualification. Minimum of 5 years’ trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organisating skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification;
National N Diploma or equivalent recognised qualification in the relevant field; Valid driver’s licence.

**DUTIES**

KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES

Ms NNF Mdladla at (035) 902 9532

POST 13/15

TECHNICAL TRAINING CENTRE TRAINING OFFICER: PLUMBER, REF. NO. 2017/107 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)

SALARY

R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE

Esikhawini Campus

REQUIREMENTS

teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver’s licence.

DUTIES:

KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES:

Ms NNF Mdladla at (035) 902 9532

POST 13/16:

TECHNICAL TRAINING CENTRE TRAINING OFFICER: CARPENTER.

REF. NO. 2017/106 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)

SALARY:

R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE:

Esikhawini Campus

REQUIREMENTS:

A relevant recognised artisan qualification. Minimum of 5 years’ trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Knowledge of QTCA related programmes and processes of artisan
qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver’s licence

**DUTIES**

**KRA: Teaching and Learning Delivery:** Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; Comply with programme quality systems and processes including assessment, moderation and performance records. **KRA: Student Assessment and Evaluation:** Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. **KRA: Teaching administration:** Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. **KRA: Subject development and marketing of programmes:** Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. **KRA: Student guidance and support:** Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

**ENQUIRIES**

Ms NNF Mdladla at (035) 902 9532

**POST 13/17**

TECHNICAL TRAINING CENTRE TRAINING OFFICER: BRICKLAYER.
REF. NO. 2017/105 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)

**SALARY**

R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

**CENTRE REQUIREMENTS**

A relevant recognised artisan qualification. Minimum of 5 years’ trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations.
Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver's licence

**DUTIES**

**KRA: Teaching and Learning Delivery:** Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. **KRA: Student Assessment and Evaluation:** Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre- and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. **KRA: Teaching administration:** Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. **KRA: Subject development and marketing of programmes:** Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. **KRA: Student guidance and support:** Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

**ENQUIRIES**

Ms NNF Mdladla at (035) 902 9532

**POST 13/18**

ENGLISH LECTURER, REF. NO. 2018/09

**SALARY**

R185 769. – R211 617 per annum plus benefits as applicable in the Public Sector

**CENTRE**

Eshowe Campus

**REQUIREMENTS**

Recognised three-year diploma/degree with English as one of the major subjects (REQV 13). Must be able to teach English L2 to L4. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. Valid driver’s licence.

**DUTIES**

Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes,
diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students’ progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students’ progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUERIES : Ms NNF Mdladla at (035) 902 9532

POST 13/19 : PULP & PAPER TECHNOLOGY LECTURER REF.NO:2018/010

SALARY : R185 769. – R211 617 per annum plus benefits as applicable in the Public Sector

CENTRE : Mandeni Campus


DUTIES : Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students’ progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students’ progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUERIES : Ms NNF Mdladla at (035) 902 9532

POST 13/20 : STUDENT LIAISON OFFICER: STUDENT SUPPORT SERVICES, REF.NO: 2018/011

SALARY : R183 558 per annum (Level 6) plus benefits as applicable in the Public Sector

CENTRE : Chief Albert Luthuli Campus

REQUIREMENTS : Relevant tertiary Diploma/ Degree specialising in Psychology, Social Sciences or Social Work. At least one-year experience in college, student support or counselling environment; Valid driver’s licence. Registration with the Health Professions Council of SA / South African Council for social Services Professions

DUTIES : Establish relationships with students based on respect and trust; listen without being bias to issues raised by students. Assist students to make decisions and choices regarding possible ways forward and making referrals to other sources of help, as appropriate. Provide appropriate guidance and support within the context of counselling policy and procedure. Ensure access to and availability of resource centre facilities by overseeing usage; set and implement standards of facility utilisation and general behaviours. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource
needs and provide detailed motivations for acquisition. Administer career guidance assessments, explain results and offer suggestions. Administer subject specific intake assessments and refer them to the relevant Head of Unit. Provide guidance on local employers, CV writing and interview skills. Gather information on career options and make it accessible to students. Provide learning strategy advice and identify remedial academic needs and communicate such to Head of Units. Update and maintain records of students’ progress for bursary administration purposes. Assist the Assistant Director: Student Support Services with the development and implementation of proactive and developmental life skills programmes. Facilitate and provide guidance on SRC elections processes. Provide training and mentoring on SRC roles, duties, protocols and practices. Assist in providing special academic assistance, special devices and physical access for students with special needs. Establish an effective tracking system regarding students that have left the Campus. Establish relations with surrounding businesses and arrange for the placement of graduate students where possible. Identify and implement wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.).

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532

POST 13/21 : SENIOR ADMINISTRATION CLERK: CAMPUS HUMAN RESOURCE ADMIN, REF.NO: 2018/012

SALARY : R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
CENTRE : Mandeni Campus
REQUIREMENTS : Grade 12 / NCV Level 4 certificate with Office Administration; N6 Human Resource Management. Experience in a Human Resource Management Public Service/ TVET environment will be an added advantage.
DUTIES : Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Submit allowance and deduction documentation and confirm correctness on the monthly payroll. Submit termination documentation and ensure no overpayments on the relevant monthly payroll. Consolidate and submit all performance management and appraisal documentation to the Central Office. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from campus staff. Conduct sifting, short-listing and interview meetings of appointments. Open campus files for each employee. Maintain the files. Dispose of the files. File documentation. Safeguard files and documentation.

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532

POST 13/22 : SENIOR ADMINISTRATION CLERK: ENROLMENT & REGISTRATION CLERK, REF.NO: 2018/013

SALARY : R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
CENTRE : Mandeni Campus
REQUIREMENTS : Grade 12 Certificate or NCV Level 4 Office Admin or N6 Business Studies. Between zero and two years’ experience in general administration preferably in an education institution.
DUTIES : Comply with enrolment policies and procedures. Undertake pre-enrolment preparation of student information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. Comply with examination policies and procedures. Provide administrative support during College examinations. Print certificates and issue external certificates. Conduct an analysis of results per programme/subject or student.

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532

POST 13/23 : SENIOR ADMINISTRATION CLERK: ENROLMENT & REGISTRATION CLERK, REF.NO: 2018/014

SALARY : R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
CENTRE : Chief Albert Luthuli Campus
REQUIREMENTS : Grade 12 Certificate. Between zero and two years’ experience in general administration preferably in an education institution.
**DUTIES**
- Comply with enrolment policies and procedures. Undertake pre-enrolment preparation of student information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. Comply with examination policies and procedures. Provide administrative support during College examinations. Print certificates and issue external certificates. Conduct an analysis of results per programme/subject or student.

**ENQUIRIES**
- Ms NNF Mdladla at (035) 902 9532

**POST 13/24**
- **SENIOR ADMINISTRATION CLERK: FINANCE & PROCUREMENT**
- **REF.NO: 2018/015**
- **SALARY**: R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
- **CENTRE**: Chief Albert Luthuli Campus
- **REQUIREMENTS**:
  - Grade 12 Certificate or equivalent qualification. Between zero and two years’ experience in supply chain administration or general administration preferably in an education institution.
- **DUTIES**:
  - Administer the annual supply chain needs assessment. Verify and process supply chain requisitions. Administer the quotation and tender processes. Track purchases from order placement until it arrives in the hands of order placer. Verify that ordered items meets all customer specifications and internal customer is satisfied. Contact suppliers to resolve shortages and other problems. Handle invoices and forward to Finance unit. Capture new service providers onto the College database of suppliers. Effect changes to supplier details on the supplier database, specifically ensuring that supporting documentation is correct. Identify and report incidents relating to possible fronting and other deviant behaviour. Analyse supplier and supply chain performance. Update and process system information, maintain records and information with respect to suppliers, prices and related procedural requirements and extract reports on the status of procurement activities. Liaise with stakeholders, attend to queries from clients and address issues raised. File documentation.

**ENQUIRIES**
- Ms NNF Mdladla at (035) 902 9532

**POST 13/25**
- **STORES ADMINISTRATOR. REF NO: 2018/016**
- **SALARY**: R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
- **CENTRE**: Chief Albert Luthuli Campus
- **REQUIREMENTS**:
  - Grade 12 Certificate or equivalent, with Mathematics; A recognised Welding Trade Test. A minimum of three years Welding and/or stores experience, Experience with welding equipment and machinery- MIG, TIG, ARC, OXY/ACE. Valid driver's license.
- **DUTIES**:
  - Monitor and control all stock levels as per Campus and Programme requirements. Maintain optimum stock levels with up-to-date documentation and proof of control – manually and electronically. Setup items, tools, equipment, etc. to be clearly visible and safely displayed for issue and stock take. Ensure availability of required consumables, tools, equipment, materials, etc. at all times through a thorough Stores issue and return procedure, and a strict stock control system. Maintain a high level of housekeeping and strict adherence to Health & Safety policies, procedures and rules in both the stores, workshops and practical work areas. Effectively conduct all relevant Health and Safety, First Aid, SHE Representative and tools, equipment and electrical inspections as well as inductions in the relevant area. Manage the safety and security of all materials, tools, equipment and buildings in the relevant area by locking-up, and opening (arming and disarming of security system). Maintain detailed and accurate records of all requisitions, stock and all other stores and workshop activities for effective management and control, and for audit purposes. Ensure all records are accurately and continuously updated and managed, i.e.: Asset, Equipment, Tools, Materials registers, etc.; Ensure that all records and documentation is methodically filed for ease of access for verification and audit purposes. Complete and timeously submit all relevant administrative records and reports as required as per stipulated time frames. Communicate required information accurately and qualitatively to supervisors and all other stakeholders timeously. Maintain a link between stakeholders such as lecturers, students, suppliers, etc. Conduct stock takes, and order materials, equipment, tools, PPE’s, boots, consumables, etc. as per identified...
optimum stock levels in order to maintain adequate stock levels to ensure adequate availability of all items. Receive deliveries/orders, verify the receipt of items against requisitions and delivery notes/invoices, and sign-off. Complete all necessary SCM documentation and file methodically; Distribute received items to designated shelving space or persons to ensure timeous utilisation of the items. Issue materials, equipment, tools, PPE’s, Boots, consumables, etc. as per requirements on requisitions and updating stock levels both manually and electronically. Issue and return of tools, equipment, materials and consumables from stock for use by lecturers and students for the day-to-day running of the workshops. Control all incoming and outgoing supplies, storage of materials, and manage all scrap materials and recycling of materials. Prepare materials, tools, equipment and consumables as required for Welding workshop exercises, tasks and projects. Construct and dismantle structures, welding jigs, etc. for classwork, and clearing and recovering materials for re-use. Carry out basic maintenance, inventory and safety checks of workshop, equipment and machinery, hand tools, portable electrical equipment, materials, etc. Under the general supervision of the Welding Lecturer, and in emergency situations (absence of Welding Lecturer) perform a variety of routine duties as needed, and to support and teach sheet metal arc welding, MIG, TIG, ARC, OXY/ACE welding and cutting to students. Maintain workshop, practical teaching areas, and storage areas in a tidy and safe condition, and ensure compliance by all stakeholders in the relevant designated area to Health & Safety rules and regulations.

ENQUIRIES
Ms NNF Mdladla at (035) 902 9532

POST 13/26
TECHNICAL TRAINING CENTRE ADMINISTRATIVE CLERK
REF.NO.2018/017 (COLLEGE APPOINTMENT)

SALARY
R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector

CENTRE
Esikhawini Campus

REQUIREMENTS

DUTIES
Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Submit allowance and deduction documentation and confirm correctness on the monthly payroll. Submit termination documentation and ensure no overpayments on the relevant monthly payroll. Consolidate and submit all performance management and appraisal documentation to the Central Office. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from campus staff. Conduct sifting, short-listing and interview meetings for appointments. Open campus files for each employee. Maintain the files. Dispose of the files. File documentation; Safeguard files and documentation.

ENQUIRIES
Ms NNF Mdladla at (035) 902 9532
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: 20 April 2018 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 13/27: DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR 4/18/04/01HO

SALARY: R948 174 per annum (all inclusive)

CENTRE: Directorate: Planning, Monitoring and Evaluation, Head Office


DUTIES: Manage the coordination of workshops to develop and monitor the implementation of Services Delivery Plan, norms and standards. Facilitate and coordinate the review of the Provincial Strategic Plans. Develop, implement and maintain service delivery monitoring and Evaluation tool for the Provinces. Monitor Performance against plans and set targets. Manage the compilation of performance information reports. Manage the implementation of service delivery improvement strategies.

ENQUIRIES: Ms. M Bronkhorst, Tel: (012) 309 4969

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

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 13/28

DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS

REF NO: HR4/4/9/299

SALARY: R779 295 per annum (All inclusive)
CENTRE: Labour Centre: Litchenburg
REQUIREMENTS:
DUTIES:
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.
ENQUIRIES:
Mr. OPS Sebapatso, Tel: (018) 387 8100
APPLICATIONS:
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 13/29

DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES

REF NO: HR4/4/9/309

SALARY: R779 295 per annum (all inclusive)
CENTRE: Provincial Office: Mmabatho
REQUIREMENTS:
DUTIES:
Manage work seeker registration within the Province. Manage employer services within the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business Unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.
ENQUIRIES:
Mr. OPS Sebapatso, Tel: (018) 387 8100
APPLICATIONS:
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 13/30

ASSISTANT DIRECTOR: IES

REF NO: HR4/4/5/18

SALARY: R417 552 per annum
CENTRE: Labour Centre: Kwazulu-Natal
REQUIREMENTS:

**DUTIES**

Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislation. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour Legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspections.

**ENQUIRIES**

Mr MP Tshabalala, Tel: (033) 341 5300

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 940, Durban, 4000

Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal

**POST 13/31**

**PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/7/13**

**SALARY**

R417 552 per annum

**CENTRE**

Provincial Office: Emalahleni

**REQUIREMENTS**


**DUTIES**

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

**ENQUIRIES**

Ms. NL Njwambe, Tel: (013) 655 8775

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Corner Hofmeyer Street and Beaty Avenue

Sub-directorate: Human Resource Management, Emalahleni

**POST 13/32**

**ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/9/315**

**SALARY**

R334 545 per annum

**CENTRE**

Labour Centre: Rustenburg

**REQUIREMENTS**


**DUTIES**

Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the
resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

**ENQUIRIES** : Mr. OPS Sebapatso, Tel: (018) 387 8100

**APPLICATIONS** : 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
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.

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.

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.

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.

CLOSING DATE

13 April 2018

NOTE

Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SNS) 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 13/33

ASSISTANT DIRECTOR: PROFESSIONAL INTEGRITY AND ETHICS

PROMOTION: REF NO: 2018/120/OCJ

SALARY

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

CENTRE

National Office: Midrand

REQUIREMENTS

Grade 12 and relevant tertiary qualification (3 year Diploma/ Degree in Professional Ethics, Public Management and Administration or equivalent; A minimum of three (3) years’ experience in Professional Ethics; of which two years’ should be practical experience of Integrity and Ethics; two years supervisory will be an added advantage; Knowledge and experience of Anti-corruption initiatives in the public service; Operational(practical) knowledge of financial disclosure system (e-disclosure system); Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; A Valid driver’s licence. Skills and competencies: Presentation skills; Planning and organizing, Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality
management, Problem solving and analysis, Service delivery innovation, knowledge of financial disclosure system (e-disclosure system); Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing.

**DUTIES**

The incumbent will required to assist with the development and implementation of integrity & ethics management strategy and plan for the department. Monitoring and evaluating delivery against ethics and anti-corruption plans. Conduct ethics and integrity awareness sessions for the department. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders. Provided the system administration functions of the financial disclosure system (e-disclosure), Provide support to the Departmental Ethics Committee.

**ENQUIRIES**

Ms L Mothemane (010) 493 2500.

**POST 13/34**

CONTRACT PERSONAL ASSISTANT TO THE CEO: SAJEI (CONTRACT VALID UNTIL 31 DECEMBER 2018) REF NO: 2018/116/OCJ

**SALARY**

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

**CENTRE REQUIREMENTS**

National Office: Midrand

Grade 12 and an appropriate National Diploma (NOF 6) or equivalent qualification in Office Management with 3 to 5 years appropriate experience as a Personal Assistant / or Grade 12 with 3 to 5 years appropriate experience as a Personal Assistant; Valid driver’s licence; Own transport will be an added advantage; Sound knowledge of office and document management practices; Advanced application of MS Office Applications; Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Financial Administration and Communication.

**DUTIES**

Manage the office of the CEO including diary coordination; Secretarial support and document management; Provide technical support to the CEO in his/her capacity as Budget Programme Manager of the Unit; Provide secretariat support to the management structures; Supervise and coordinate shared secretarial support services provided to senior managers in the Unit; Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the CEO.

**ENQUIRIES**

Ms L Mothemane (010) 493 2500.

**POST 13/35**

CONTRACT JUDGES SECRETARY (3 POSTS) (3 YEAR CONTRACT), REF NO: 2018/119/OCJ

**SALARY**

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

**CENTRE REQUIREMENTS**

Free State High Court

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 attend 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 : Ms M Luthuli (051) 406 8191

POST 13/36 : CONTRACT REGISTRAR’S CLERK: CASE FLOW MANAGEMENT (CONTRACT VALID UNTIL 31 MARCH 2019) (5 POSTS)

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

CENTRE : High Court Grahamstown Ref No: 2018/111/OCJ
High Court Port Elizabeth Ref No: 2018/112/OCJ
Western Cape Division: Ref No: 2018/113/OCJ
Gauteng Division, Pretoria: Ref No: (2 Posts) 2018/114/OCJ

REQUIREMENTS : Grade 12 or equivalent qualification; 0 – 2 years administration experience. Skills and competencies: computer literacy; excellent communication (verbal and written); interpersonal relations; accuracy and attention to detail.

DUTIES : Render counter services; act as liaison between judges and legal practitioner; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/correspondence; rendering of efficient and effective support service to the Court; render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administration support in the Registrar’s office (general office and case flow management); Provide any administration support as required by the judiciary, Chief Registrar, Court Manager and / or Supervisor; Assist in the filling and safekeeping of the recorded cases; Uploading and updating case information on registrar’s tool.

ENQUIRIES : Eastern Cape: Mr S Mponzo (043) 7265217.
Western Cape: Ms M Baker (021) 469 4000
Gauteng: Ms T Mbalekwa (011) 335-0404

POST 13/37 : CONTRACT TYPIST: CASE FLOW MANAGEMENT (CONTRACT VALID UNTIL 31 MARCH 2019) REF NO: 2018/115/OCJ

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

CENTRE : Gauteng Division, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification with typing certificate; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; shortlisted candidates will be required to pass a typing test. Skills and Competences; Computer Literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure

DUTIES : Type reports; General correspondence; Answer telephone and take messages; and any other administration duties.

ENQUIRIES : Ms T Mbalekwa (011) 335-0404

POST 13/38 : CONTRACT ADMINISTRATION CLERK: LEGAL SERVICES (CONTRACT VALID UNTIL 31 MARCH 2019) REF NO: 2018/117/OCJ

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

REQUIREMENTS : Grade 12; a legal qualification will be an added advantage; Sound knowledge of office and document management practices; Advanced application of MS Office Applications; Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Financial Administration and Communication.
DUTIES: Assist legal services unit in day to day administrative tasks; secretarial support and document management; management and appropriately direct all incoming correspondence for the unit and handle on behalf of the Head: Legal; provide secretariat support to the management structures; organise and maintain the filing system; files and records; Provide administrative support to managers in the unit; arrange and coordinate meetings within the staff and with the staff and client; manage stationary, office supplies and equipment; coordinate corporate support service activities for the legal unit.

ENQUIRIES: Ms L Mothemane (010) 493 2500.


SALARY: R107 886 – R127 086 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Constitutional Court: Braamfontein

REQUIREMENTS: Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) Years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic.

DUTIES: Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.

ENQUIRIES: Ms T Mbalekwa (011) 335-0404.
The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 20 April 2018 at 15:45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

MANAGEMENT ECHELON

POST 13/40: DIRECTOR: PROFESSIONAL ETHICS RESEARCH AND PROMOTION
REF NO: PERP/03/2018

SALARY: All inclusive remuneration package of R948 174 – R1 111 918 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor’s Degree (new NQF level 7) in Law, Social Sciences, Public Management and Administration or Development Management. A post graduate qualification in the above-mentioned fields would be an added advantage. 5-8 years’ experience in the field of Ethics and or Anti-corruption of which 5 years’ experience should be at a Middle/Senior Management level. Knowledge and experience of Anti-corruption initiatives in the public service. Knowledge of Professional Ethics infrastructure in the public service. Presentation skills. Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics. Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing. A Valid driver’s license.

DUTIES: Manage the promotion of a high standard of Professional Ethics and Anti-Corruption instruments in the public service. Manage the promotion of the Code of Conduct in the public service. Manage the promotion of ethical leadership in the public service. Oversee the research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Monitoring and Evaluation of Anti-Corruption measures. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders, including Parliament. Coordinate in Anti-Corruption workshops and seminars.

ENQUIRIES: Mr Itumeleng Mongale Tel: (012) 352 1176
ANNEXURE I

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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

CLOSING DATE: 16 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 interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 13/41: SENIOR SECTOR EXPERT: HUMAN SETTLEMENTS REF NO 026/2018
CD: Local Government & Human Settlements

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 3-year tertiary qualification (NQF 7) or equivalent in town and regional planning, development planning, social or economic sciences with at least 8 years’ relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in the built environment sector including e.g. Human Settlements, Spatial Planning Frameworks and instruments and integrated development planning, infrastructure planning and implementation. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: Must have knowledge and a good understanding of the following: Human Settlement and
housing policies and programmes and the financing thereof, the Build Environment & its Regulatory Frameworks; Government Monitoring & Evaluation, SEIAS, and Budgetary issues in the built environment and local government sphere, Competencies / Skills: The ideal candidate should have the following skills: problem solving and analysis, policy analysis and review, high level verbal communication and report writing skills, client orientated and customer focussed, project/ programme management, computer literacy, good interpersonal relations, ability to work under pressure; ability to work independently and in a team; 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 multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

**DUTIES**

The successful candidate will be responsible to support the Outcomes Facilitator: Local Government and Human Settlements in the implementation of the MTSF and NDP. This entails monitoring the implementation of the MTSF and NDP in human settlements and performing monitoring and evaluation of departmental strategic plans and annual performance plans to ensure alignment with the MTSF and NDP. Conduct research and analyse cabinet memos and ensure logistics is in place. Do community profiling and prepare briefing notes for political principals and provide technical advice and support to political principles, NPC and other governance structures and bodies. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

**ENQUIRIES**

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

**POST 13/42**

SENIOR SECTOR EXPERT: SAFETY & SECURITY REF NO 027/2018
CD: Safety, Security and International Relations

**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 3-year tertiary qualification (NQF 7) in the areas of Safety, Security, Political Science, Public Administration or equivalent with at least 8 years’ relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Strategic Safety & Security. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: A good understanding of government policies and plans – social, economic, governance, safety and security and related areas. Competencies / Skills: The ideal candidate should have the following skills: monitoring and evaluation, research, project management skills, planning, coordination, report writing and interpersonal skills and sound human relations. Should produce good quality of work, be reliable and have initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work within a 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 multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

**DUTIES**

The successful candidate will be responsible to provide support to the Outcomes Facilitator: Safety & Security to the MTSF & NDP processes. This entails developing, reviewing and implementing sector specific planning and of the MTSF and NDP and prepare first draft reports. Undertaking and
coordinating sector specific research and supporting the implementation of the Socio-economic Impact Assessment System (SEIAS). Monitoring, evaluating and conducting periodic reviews of sector specific performance, formulate intervention strategies and report accordingly and providing technical advice and support to political principles, parliamentary and other governance structures and stakeholders. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.

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

POST 13/43: SENIOR SECTOR EXPERT: RURAL ECONOMY REF NO 028/2018
CD: Rural Economy & Environment

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 3-year tertiary qualification (NQF 7) in the areas of Rural Development, Agriculture, Spatial Planning, Economic Development, Public Administration or equivalent with at least 8 years’ relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in in Rural Development, Agriculture, Spatial Planning and/or Economic Development. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Must have the following knowledge and skills: Rural Development & Land Reform Strategies; Traditional Leadership System and Food Security Frameworks. Competencies / Skills: A good understanding of government policies and plans – social, economic, governance, rural economy and related areas. 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, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with a 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 oriented 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 multi-disciplinary teams. Must have a valid Driver’s Licence and be prepared to travel frequently.

DUTIES: The successful candidate will be responsible to provide support and assistance with the development, coordination, facilitation with the monitoring of the implementation of Outcome 7 regarding the NDP and MTSF and develop intervention strategies and plans for rural economies. This entails developing, reviewing and implementing sector specific planning and of the MTSF and NDP, prepare first draft reports and coordinate the POA. Undertake and coordinate sector specific research and support the implementation the Socio-economic Impact Assessment System (SEIAS). Monitor, evaluate and conduct periodic reviews of sector specific performance, formulate intervention strategies and report accordingly and provide first draft technical advice and support to political principles and other governance structures and stakeholders. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role.
ENQUIRIES: In connection with the applications kindly Ms J Mchunu, Tel No (012) 312-0462.

OTHER POSTS

POST 13/44: ASSISTANT SECTOR EXPERT: INFRASTRUCTURE REF NO 029/2018
CD: Infrastructure

SALARY: R417 552. – R491 847 per annum (Level 10) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A 3 year tertiary qualification (NQF 6) in Infrastructure or Build Environment with at least 5 years experience in the field of Infrastructure, Quantity Surveying or any build environment experience. Should have knowledge and skills of the following: Data analysis and Statistical analysis. Should have strong knowledge of Ms Office Suite, advanced Excel, advanced numerical, analytical, conceptual and problem solving skills, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES: The successful candidate will be responsible to provide data management and technical support to the Outcomes Facilitator: Infrastructure. This entails collecting, analysing and managing data and supporting the implementation of the NDP and MTSF. Manage the infrastructure data base. Generate and prepare reports, tables and charts and ensure data integrity and integration. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate in a supportive role. The successful candidate will also be required to provide administrative support as well.

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

POST 13/45: SENIOR COMMUNICATIONS OFFICER REF NO 030/2018
Directorate: Marketing and Communication
This is a re-advertisement of the position that was advertised with a closing date of 29 December. Candidates who previously applied do not need to re-apply.

SALARY: R281 418. – R331 497 per annum (Level 8) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A 3 year tertiary qualification (NQF6) in the areas of Communications, Journalism, Marketing, Public Relations or equivalent with at least 4 years’ experience of which 1 years must be in Video production and Communication, Multimedia. Should possess the following knowledge and skills: Multimedia platforms, Script writing and Research and editing. Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge and use of the following software Final cut pro, After Effects, Photoshop, Illustrator and 3D.

DUTIES: The successful candidate will be responsible for providing multimedia and communication services. This entails the provisioning of videography and photography services; Editing and packaging of photo and video material; Distribution of video material; Filling and archiving of video of photographic material and production of video and photography products (corporate video’s slide shows and documentaries) and operating speech prompter and autocue. Monitoring/recommending of the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and
managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

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

ANNEXURE J

CLOSING DATE : 13 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.

OTHER POST

POST 13/46 : BUSINESS CONTINUITY SPECIALIST (REF NO: 3/2/1/2018/101)
Directorate: Risk Services

SALARY : R779 295 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria


DUTIES : Provide a central source of information and guidance on business continuity management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a business continuity plan that will mitigate the risk of significant business disruption to the organisation’s mission critical activities. Develop and review Business Continuity Policy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop business continuity plans and maintenance all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and/or whenever significant changes are made to these components. Encourage and create awareness of business continuity management throughout the Department of Rural Development and Land Reform. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in
the event that activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual business continuity assessment plans for the directorate in conjunction with line management. Plan and coordinate at least one simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

**NOTE:** Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS:
Applications can be submitted by post: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE:
13 April 2018 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POSTS

POST 13/47:
DEPUTY DIRECTOR: MARKETING AND OUTREACH. REF NO: MARK 04/18

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

CENTRE:
Pretoria

REQUIREMENTS:
A 3 years tertiary qualification (B Degree/National Diploma) in Communication / Marketing / Public Relations / Journalism. Minimum of 6-8 years’ experience in functional specialization in events coordination. Formal training in events management. Computer literacy and drivers’ license.

DUTIES:
Manage marketing and outreach events towards promoting the department. Manage the departmental events calendar and identify events that will promote the department to the public. Manage customer interface services. Engage with stakeholders locally and internationally, general public and media organisations on issues relating to small business development. Deliver services in line with set norms and standards and implement innovative opportunities to improve service delivery. Disseminate marketing materials towards effective exposure of the department to the public and other stakeholders. Manage human resources. People with disability are encouraged to apply.

ENQUIRIES:
Mr Cornelius Monama, Tel No: (012) 394 3027

POST 13/48:
ASSISTANT DIRECTOR: WEBMASTER. REF NO: MARK 05/18

SALARY:
R334 545 per annum (excluding benefits).

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Control the website/intranet content, content flow processes, guidelines and policy. Promote adherence to the GCIS website look and feel guidelines. Research, analyse gaps and present recommendations to executive management for the improvement of the website. Facilitate DSBD’s contribution to the government’s gateway project. Implement Service Level Agreements (SLA’s) with relevant divisions. Participate in the selection process for service providers. Manage the delivery of milestones of the SLAs.
with service providers. Compile monthly, quarterly and annual reports for the sub directorate. People with disability are encouraged to apply.

ENQUIRIES : Mr Cornelius Monama, Tel No: (012) 394 3027

POST 13/49 : BUSINESS DEVELOPMENT OFFICER, REF NO. BDO 06/18
This is a re-advertisement and candidates who applied before are encouraged to re-apply.

SALARY : R281 418 per annum (excluding benefits).
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must possess a National Diploma/B. Degree in Business Administration, Accounting and Development Finance. Successful completion of a Project Management will be an added advantage. Minimum of three years’ experience in Business Administration, Accounting and Development Finance. Computer literacy and Driver License.

DUTIES : The successful candidate will be responsible for the following duties: screen and assess applications and claims. Conduct feasibility and post-approval inspections. Process applications and claims. Manage allocated projects. Conduct workshops and information sessions. Present findings to adjudication committees. Communicate with internal and external stakeholders including customers.

ENQUIRIES : Ms Goabi Moiloa, Tel No: (012) 394-1874
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS FOR ATTENTION

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

FOR ATTENTION

Closing Date: 13 April 2018

NOTE

Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 13/50: DIRECTOR: WOMEN EMPOWERMENT AND GENDER FOCAL POINT REF NO: R1/A/2018

(This is a re-advertisement. Candidates who previously applied must re-apply).

Chief Directorate: Gender

SALARY

R948 174 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE

HSRC Building, Pretoria

REQUIREMENTS


DUTIES

Manage and monitor the development of policies, legislation, minimum norms and standards, practice in respect of gender issues. Manage capacity
development for women empowerment and gender equality matters. Advocate for gender issues to be considered in the departmental planning processes. Adopt a wide set of options for governance and institutional development. Manage the advocacy and lobbying on gender issues. Provide support to various Directorates for compliance with international and national reporting obligations. Manage the compilation of regular reports for various gender stakeholders and organs of Government.

ENQUIRIES: Ms D Moema, Tel: (012) 312-7394
NOTE: In terms of the Chief Directorate’s employment equity targets, African males and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 13/51 : DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT AND ADJUDICATION
REF NO: R1/B/2018
Chief Directorate: Social Assistance Appeals

SALARY: R779 295 per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: Harlequins Office Park, Groenkloof


DUTIES: Perform legal case assessment services. Develop, implement and review Norms, Standards and Forms for Legal Case Assessment, Adjudication and Post Adjudication Services in line with the Social Assistance Act PAJA and Policy Framework. Assist with enlist of panel members, drafting terms and conditions for appointment and coordinating the scheduling of Panel Members, development of a training and capacity building programme for Tribunal Panel Members and facilitation of such training. Assist with development of customized templates for outcome letters to oversee the capturing of appeal decisions by Tribunal and communication thereof to relevant stakeholders and ensuring the implementation of Tribunal Outcomes by SASSA. Coordinate litigation support services when required in relation to litigious appeals. Assist with drafting of strategic and period specific reports in relation to legal case assessment, adjudication and post adjudication services and prepare inputs on reviews and related social security policies and legislation. Provide inputs into Directorate’s budget, procurement, risk and operational plans and ensure compliance thereto. Coordinate Human Resource related activities for Legal Case Assessment. Participate in the Ministerial social development services monitoring projects (Mikondzo).

ENQUIRIES: Adv A Brink, Tel (012) 741 6846
NOTE: In terms of the Chief Directorate’s employment equity targets, African females and persons with disabilities are encouraged to apply.

POST 13/52 : SOCIAL WORK POLICY MANAGER GRADE I: PROGRAMME IMPLEMENTATION REF NO: R1/C/2018
Directorate: Services to Persons with Disabilities

SALARY: R712 827 per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree in Social Work or equivalent qualification. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration of which five years must be appropriate experience in social work policy development. Skills to challenge structural sources of poverty, inequality, oppression,
discrimination and exclusion. Knowledge and understanding of human
behaviour and social systems. The understanding and ability to ensure that
supervisors provide social services towards protecting people with disabilities
who are vulnerable, at risk and unable to protect themselves. Experience in
disability issues. Competencies: Project management skills. Planning and
organising skills. Networking skills. Communication (written, verbal and
liaison) skills. Professional counselling skills. Policy development, formulation
and analysis skills. Financial management skills. Presentation skills.
Monitoring and evaluation skills. People management skills. Ability to compile
complex reports. Computer literacy. Problem-solving skills. Attributes: Ability
to work under pressure. Ability to work in a team and independently. Innovative
and Creative. Friendly and trustworthy. Honesty and integrity. Ability and
competence to assist, advocate and empower people with disabilities to
enhance their social functioning and problem-solving.

DUTIES
Provide a social work service of the highest most advanced and specialized
nature within the Directorate with regard to care, support and development of
vulnerable persons within disabilities through the Disability program. Develop,
monitor, interpret and review legislation and policies to determine whether the
legislation and policies are still relevant and comply with current requirements.
Facilitate the development and planning of programmes and interventions to
render services to persons with disabilities through efficient, economical and
effective utilization of financial resources. Manage the relevant sub-directorate
to ensure that an efficient and effective service to persons with disabilities is
delivered through the efficient and effective utilization of human resources and
ensure that all the administrative functions are performed. Keep up-to-date
with new developments in the social work, disability and management fields.
Plan and ensure that social work research within the disability field is managed
and undertaken. Liasie with key stakeholders, including inter, intra-
departmental representatives and various social services sectors to enhance
integrated service delivery.

ENQUIRIES
Ms M Molamu, Tel: 012 312 7400

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

POST 13/53
BRANCH COORDINATOR
REF NO: R1/D/2018
Branch: Comprehensive Social Security

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

CENTRE
Harlequins Office Park, Groenkloof

REQUIREMENTS
An appropriate Bachelors Degree or equivalent qualification plus three (3)
years middle management experience relevant to the post. Experience in
project coordination and executive support will be an added advantage.
Knowledge of the relevant Public Service Legislation. Knowledge of financial,
provisioning and procurement prescripts and procedures. Knowledge of
operational and strategic planning processes. Competencies needed:
Coordination and planning skills. Financial administration. Communication
(written and verbal) skills. Organising skills. Project coordination skills. Quality
Presentation and facilitation. Problem-solving skills. Client orientation and
customer focus. Monitoring. Attributes: Good interpersonal and liaison. Ability
to work under pressure. Ability to work in a team and independently. Business

DUTIES
Co-ordinate the development and analysis of the Branch’s operational,
budget, strategic and risk management plans. Coordinate key Branch
interventions and projects and submission of reports thereof. Develop and
maintain financial database and spread sheet applications for tracking the
utilization of the budget (under/ over expenditure) and reporting, in line with
the departmental policies. Assist in drafting responses, submissions and
memoranda. Coordinate the compilation and monitoring of the implementation
of the Branch year plan activities. Provide administrative and secretarial
support to Branch meetings and workshops (co-ordinate meetings, liaise with
stakeholders, etc). Support the Head of Branch in monitoring the utilization of
Branch resources (financial, human and physical). Coordinate responses on
parliamentary questions and related processes. Assist the Head of Branch in coordinating other activities as required in the Branch.

**ENQUIRIES**
Ms B Sibeko, Tel (012) 741 6803

**NOTE**
In terms of the Branch’s employment equity targets, Coloured, Indian and White males, African, Coloured and Indian females as well as persons with disabilities are encouraged to apply.

**POST 13/54**
SYSTEMS DEVELOPER REF NO: R1/E/2018
Directorate: Systems Development

**SALARY**
R281 418 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**
An appropriate National Diploma or Bachelor’s Degree in Information System or equivalent qualification PLUS 3 years’ experience in systems development. Experience in developing and deploying .NET applications; understanding of ASP.Net, VB.Net, C#, SQL, XML, HTML, Javascript, Web API, stored procedures, XML Web services, Rest Services, JSON, JQuery and MVC will be an added advantage. Knowledge of information technology business systems. Competencies needed: Communication (written, verbal). Planning and organising skills. Computer literacy. Facilitation and presentation. Project management skills. People management skills. Negotiation skills. Problem-solving skills. Client orientation and customer focus. Analytical skills.

**DUTIES**
Interpret the User Requirements Specification (URS) and develop applications to meet these requirements, within agreed timeframes. Create efficient and logical databases, design, develop and maintain SQL Database. Design and code superior technical solutions. Easily recognize system deficiencies and implement effective solutions. Maintain and enhance existing development standards and assume responsibility for development environment, communicate and enforce coding standards. Work with System and Business Analysts to design and develop applications. Create well designed, reusable objects. Provide assistance to testers and support personnel as needed to determine system problems. Document code consistently throughout the development process by listing a description of the program, special instructions and any changes made in database tables on procedural, modular and database level.

**ENQUIRIES**
Mr T Chele, Tel: (012) 312-7459

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

**POST 13/55**
SENIOR NPO OFFICER REF NO: R1/F/2018
Directorate: NPO Programme Management and Institutional Support

**SALARY**
R281 418 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**
An appropriate National Diploma or Bachelor’s Degree (or equivalent qualification) PLUS a minimum of one year experience in Administration. Experience in NPO sector will be an added advantage. Knowledge of relevant Public Service Regulatory Framework and Acts. Knowledge of the Non Profit Organisations Act and other related legislation will be an added advantage. Knowledge of the Non Profit Organization’s Sector. Competencies needed: Communication (written, verbal) skills. Planning and organising skills. Problem-solving skills. People management skills. Project administration. Analytical skills. Cost consciousness. Computer literacy. Customer care skills.

**DUTIES**
Provide administration support to the implementation of NPO capacity building framework and service delivery improvement programmes. Provide secretariat support. Administer logistical arrangements. Liaise with institutional support
and stakeholders to deal with general enquiries. Conduct capacity building sessions to Non Profit Organisations.

**ENQUIRIES**

: Mr M Zama, Tel: (012) 312-7634

**NOTE**

: In terms of the Chief Directorate’s employment equity target, African, Coloured, Indian and White males, Coloured and White females as well as persons with disabilities are encouraged to apply.
APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

CLOSING DATE: 13 April 2018

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

MANAGEMENT ECHELON

POST 13/56: DIRECTOR: SCIENTIFIC SUPPORT REF NO: ITED/TECH SERV 001
Overview: to manage the implementation of South Africa’s international Non-proliferation obligations, national policy and legislation on Non-proliferation; and to provide technical support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction (Non-Proliferation Council) in this regards.

SALARY: All-inclusive Remuneration Package of R948 174 per annum, Level 13
CENTRE: Pretoria


DUTIES: Manage the process of developing technical evaluation of controlled goods and technologies. Provide technical assistance to other African States Parties with regard to the implementation of international non-proliferation conventions, treaties and regimes. Direct international inspections of South African industry. Ensure effective and efficient technical assessments and evaluations of permit applications. Manage administrative and secretarial support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction. Liaise with industry in order to provide correct and accurate information regarding controlled goods and to proactively ensure compliance with the national policy and legislation. Represent the Council as part of South Africa’s delegation to international Non-Proliferation meetings and conferences. Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other Government departments. Work closely with other Government departments involved in non-proliferation issues, including the National Prosecuting Authority, NIA, SASS, DI, DFA, DME, SARS and SAPS. Liaising, consulting and networking with appropriate and relevant stakeholders to provide technical assistance and advice to the Council and the South African industry. Initiate, attend and
participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Provide inputs into reporting structures, departmental reporting structures (including ENE reporting, Annual Reports, MTSF). Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes.

ENQUIRIES:
Recruitment Office on 012 394 1809/1835.

NOTE: In terms of the dti's EE requirements, preference will be given to Coloured female and African Male candidates.

OTHER POST

POST 13/57

ASSISTANT DIRECTOR: NON-PROLIFERATION REF NO: ITED/TECH SERV 006

Overview: To provide support in the implementation of South Africa’s international non-proliferation obligations in terms of the national non-proliferation policy and legislation.

SALARY: Commencing salary package of R417 552 per annum, (Level 10)

CENTRE: Pretoria

REQUIREMENTS:
Mandatory requirements: A three-year National Diploma/B-Degree in Science or Engineering, 3-5 year’s relevant experience in a non-proliferation or science environment. Key requirements: Ability to maintain a high level of confidentiality. The successful candidate will be required to undergo a Security Clearance. Sound ability to communicate well, both verbal and written. Good interpersonal skills, Project Management and report writing skills. Creative and innovative thinker. Computer literacy (MS Packages). Ability to work in a coordinated team. Knowledge of Public Service Regulation, PFMA, Public Service Act and Non-Proliferation Act. Drivers licence Code 08.

DUTIES:
Evaluate permit applications with respect to the company’s request, as per risk assessments and in line with the non-proliferation legislation. Interpret the Non-Proliferation Act and Regulations and advise industry in this regard. Advise industry with regards to Registration and the permit application process. Facilitate and coordinate the Registration and the permit application process. Engage in continual co-ordination in the Nuclear and Missile Industry. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders including other government departments. Monitor implementation of decisions taken during stakeholder interactions. Establish and maintain collaborative links with counterparts in other government departments and relevant organisations as well as international counterparts. Participate in the inspections. Coordinate logistical arrangements for the Council meetings, where necessary. Assist with the follow-up on decisions taken during the previous meeting. Conduct quality assurance on submissions and permits. Prepare reports to the Council, provide inputs into reports and update reports and other documents, as required. Handle enquiries and requests, as necessary. Align national implementation of the CTBT with the international environment dependant on international decision taken. Prepare and submit declarations to international organizations, where necessary. Convene quarterly (Nuclear Missile Dual Use Committee (NMDUC) Meetings and provide secretarial support to the NMDUC meetings, where necessary. Implement NMDUC decisions and facilitate follow up tasks with the committee members. Convene quarterly meetings and provide secretarial support to the meetings. Process works requests and invoices. Monitoring of the budget. Responding to queries from finance and Treasury. Participate in international conferences, working groups and other meetings related to the CWC and BTWC. Review and evaluate technical documentation related to the CTBTO, NSG and MTCR as received through the international organisations and provide technical evaluation and interpretation, where necessary. Conduct research on development of control lists and harmonised codes. Conduct research on controlled goods in preparation for participation in international meetings and prepare working papers, where necessary.

ENQUIRIES:
Recruitment Office on 012 394 1809/1835.
NOTE : In terms of the dti’s EE requirements, preference will be given to Coloured and White candidates as well as people with disabilities.
ANNEXURE N

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS: Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms L Van Wyk

Durban Please forward your application quoting the reference number to The Provincial Head: KwaZulu-Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)

CLOSING DATE: 13 April 2018 Time: 16H00

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within three (3) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts.

MANAGEMENT ECHELON

POST 13/58: DIRECTOR: LITIGATION REF NO: 130418/01
Branch: Corporate Management, Cd: Legal Services

SALARY: R948 174 per annum (All-inclusive salary package), (Level 13)

CENTRE: Pretoria (Head Office)

REQUIREMENTS: An LLB/B Proc Degree (NQF level 7) or equivalent Law Degree. Admission as an Attorney will be an added advantage. Five (5) years to eight (8) years practical experience in the Legal environment of which five (5) years should be at a Senior/Middle Management level. Knowledge and experience in government legal processes, legislation and contracts. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of the Water Service Act and the National Water Act will be an added advantage. Strategic capability and leadership. Programme and Project management. Financial, change and knowledge management. Service Delivery Innovation (SDI). Excellent problem solving skills, analysis, management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES: Manage the litigation process. Develop strategies and guidelines to proactively deal with legal action. Conduct investigations on matters submitted for litigation. Institute and defend legal action against the department. Provide legal opinions. Represent the department in appeal cases before water tribunal. Conduct research and analyse the provision of legal opinions. Consult with requesting parties. Develop a litigation framework and standard operating procedures.

ENQUIRIES: Ms M Khuduga, Tel 012 336 7835
OTHER POSTS

POST 13/59 : SCIENTIFIC MANAGER GRADE A REF NO: 130418/02
Directorate: Information Programmes

SALARY : R805 806 per annum (all-inclusive salary OSD package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Master of Sciences Degree or relevant qualification in Natural Sciences. Six (6) years post-qualification Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist (proof of registration must be attached). Good Programme and Project Management in a scientific environment. Excellent communication skills (written and verbal). Sound understanding of scientific principles and experience in their application to environmental and hydrological monitoring for the assessment, modelling, management and protection of water resources. Knowledge and skills in financial management. A valid driver’s licence.

DUTIES : The incumbent will manage the Sub-Directorate: Information Programme Management, which provides leadership in scientific and technical monitoring programmes of the Chief Directorate: Water Information Management. Maintain and support the National Water Monitoring Governance structures at national level. Provide support in the establishment of Integrated Regional Monitoring Governance in the Regions. Develop and implement procedures, guidelines, strategies, methodologies and systems for the integration of water monitoring programmes across all levels of government. Support the development and implementation of a national monitoring plan. Coordinate and support cross-cutting water information projects as required. Reporting on the progress of monitoring projects and programmes against set objectives.

ENQUIRIES : Ms T. Zokufa, Tel 012 336 8592

POST 13/60 : SCIENTIFIC MANAGER (WTE): REF NO: 130418/03

SALARY : R805 806 per annum (all-inclusive package)
CENTRE : Durban
REQUIREMENTS : Master of Sciences Degree or relevant qualification in Natural Sciences. Six (6) years post-qualification Natural Scientific experience. Compulsory registration with the SACNASP as a Professional Natural Scientist (proof of registration must be attached). Appropriate experience in water quality and integrated water resource management and a clear understanding of Department of Water and Sanitations role and policy with regard to water quality management. Supervisory experience is essential. A good understanding of principles of Integrated Water Resource Management. Broad Knowledge of the National Water Act (Act 36 of 1998), legislation and related policies. Proven managerial and leadership skills. A good understanding of Intergovernmental relations, co-operative governance, strategic planning and business plan development Managerial and leadership abilities. Project and programme management. Computer literacy. Willingness work longer hours, to undertake extensive travel and spend extensive periods away from home. A valid driver’s licence (certified copies should be attached) Good communication skills (written or Verbal). Initiative and innovative thinking skills

DUTIES : Key Performance Areas would include: Provision of leadership to the Sub-Directorate: Water Quality Management in the KwaZulu-Natal Region; Involvement in the establishment, development and support of Water Management Institutions; Integrated Water Resources Management; Financial and human resources management. Water resources protection, use, development, conservation, management and control in a sustainable and equitable manner for the benefit of all persons. Implementation and enforcement of the National Water Act as well as related Departmental policies and regulations as it relates to water quality management in the KZN region. Give guidance and advice to clients about DWS policies and procedures in respect of the requirements of the acts involved in integrated water management programmes. Monitor the unit to ensure targets of the unit's business plan are achieved. Review and evaluate in terms of legal, technical water resource management and integrating socio-economic mechanisms with environmental and ecological priorities in evaluating WULAs submitted for approval. Implement effective water conservation and water demand management practices in the department. Prepare, investigate and compile Ministerial reports and parliamentary questions. Manage the finances of the
unit in accordance with the PFMA regulations which will include development of budget and demand plans. Ensure staff development.

ENQUIRIES: Mr JG Reddy, Tel (031) 336 2700

POST 13/61: DEPUTY DIRECTOR: SOCIO ECONOMIC DEVELOPMENT REF NO: 130418/04
NWRI Head Office: Strategic Support
This is a re-advert people who previously applied are encouraged to re-apply

SALARY: R779 295 per annum (All-inclusive package) level 12
CENTRE: Pretoria

DUTIES: Responsible for Socio-Economic Development compliance and implementation. Building strong relationships with all relevant local partners/stakeholders/ authorities/ communities/ businesses/ local government and local media. Provide advisory service on the impact of relevant programmes with reference to Departmental priorities. Identify job opportunities and manage strategic partnership with local and other relevant stakeholders. Conduct research and report findings and recommendations that advance the objectives of the Department.

ENQUIRIES: Ms. P Magubane, Tel (012) 336-8519
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of applications. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206

FOR ATTENTION: Mr Z. Ntozini

CLOSING DATE: 13 April 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, and should include three referees (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An Identity Document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post (expired driving licence will be considered only if a temporal driving licence is attached. It is the applicant’s obligation to have foreign qualifications assessed for equivalence by SAQA. The Z83 form must be signed by an original signatures. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

POST 13/62: CHIEF DIRECTOR: INCREMENTAL PROGRAMMES: REF NO: DHS 01/03/2018)

Purpose: To provide for the efficient and effective management of housing properties in the Province.

SALARY: R1 127 334 - R1 347 879 Level 14 All-inclusive package

CENTRE: Head Office

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA with five (5) years of experience at a Senior Management level. In depth knowledge of the Public Finance Management Act as well as other relevant act/prescripts and legislations within the public sector. Extensive knowledge of programme and project management. Good problem solving and analysis skills. Ability to work under pressure and meet difficult deadlines. In depth knowledge of corporate services issues. Good decision making skills. Must have a valid driving licence. Skills and competencies: Knowledge and application of the following prescript: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government programmes,
Information management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis. Financial management and programme and project management. Decision making, knowledge management and change management.

**DUTIES**

Guide the management of provincial housing assets. Oversee relocation assistance. Co-ordinate phasing out programme and enhanced extended discount scheme. Control administration and maintenance of the housing debtor scheme and asset register. Oversee administration of sales and rental/deeds of sale contracts. Facilitate and co-ordinate the acquisition and administration of land. Oversee the release of national and provincial state land for housing development. Provide assistance to the municipalities to acquire private and public land for housing development. Facilitate transfer of residential sites to subsidy beneficiaries. Promote upgrading of land tenure rights for housing development. Oversee the development and implementation of strategy for acquisition of land for housing development. Guide and co-ordinate the implementation of social and rental housing and phasing out programme. Oversee and promote implementation of the social housing programme. Oversee the implementation of rental housing programme.

**ENQUIRIES**

can be directed to Mrs W.L. Hartzenberg at 043 711 9685

**POST 13/63**

CHIEF DIRECTOR: DELIVERY PLANNING AND PERFORMANCE: REF NO: DHS 02/03/2018

Purpose: To guide the co-ordination and facilitation of effective Human Settlements development service.

**SALARY**

R1 127 334 – R1 347 879. (Level 14) All-inclusive package

**CENTRE**

Head Office

**REQUIREMENTS**

An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at Senior Management level. In depth knowledge of the Public Finance Management Act as well as other relevant act/prescripts and legislations within the public sector. In depth knowledge and experience in planning environment for projects and programmes. Experience in Human Settlements will be an added advantage. Extensive knowledge of programme and project management. Good problem solving and analysis skills. Ability to work under pressure and meet difficult deadlines. Good decision making skills. Must have a valid driving licence. Skills and competencies: Knowledge and application of the following prescript: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government programmes, Information management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis. Financial management and programme and project management. Decision making, knowledge management and change management

**DUTIES**

Review and develop of provincial human settlements policies and plans. Develop and review provincial human settlements policy and guidelines. Manage the provision of advice, guidance and policy interpretation to stakeholders and municipalities. Develop and review provincial multi-year human settlements housing development plans. Assist municipalities in the development of housing sector plans and evaluation of housing chapter of IDP’s. Develop and review the human settlements development grant business plan. Conduct human settlements research. Develop and maintain province-wide medium terms housing research. Co-ordinate and manage housing research projects. Disseminate housing research products to relevant stakeholders Establish a housing research database/repository. Establish extensive research networks and partnerships. Give guidance to knowledge management and capabilities. Capacitate and support municipalities with regards to human settlements development. Co-ordinate housing education training and development programmes. Ensure proper implementation of housing development in respect of partnerships and community empowerment. Manage the monitoring, evaluation and reporting on capacity building programmes. Assist municipalities to satisfy the accreditation criteria. Monitor and evaluation of accredited municipalities.
ENQUIRIES: can be directed to Mrs W.L. Hartzenberg at 043 711 9685

POST 13/64: DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT: REF NO: DHS 03/03/2018
Purpose: To provide Risk, Anti-Corruption and Integrity services of the department

SALARY: R948 174 - R1 116 918 (Level 13) All-inclusive package
CENTRE: Head Office
REQUIREMENTS: An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driving licence. Computer literate. Advanced planning and organising skills. Experience in anti-corruption will be an added advantage. Skills and Competencies: Knowledge and application of the following prescripts: Public Service Act, (PSA), Public Finance Management Act (PFMA), Treasury Regulations, Budget Guidelines: Policies, BAS Policies: Instructions, National and Provincial Treasury Instructions, Departmental Policies Revenue, Debt, Budgeting and Cash Management. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Applied strategic thinking, team leader, problem solving and decision making. Diversity management. Managing interpersonal conflict and resolving problems.

DUTIES: Develop the risk management policies, strategies and plan. Facilitate the implementation of a risk management plan. Provide training, support and guidance on financial risk. Provide support to the Risk Management Committee. Co-ordinate the development and monitoring of implementation of business continuity plan. Develop, implement and monitor business continuity plan. Integrity Management. Develop and implement departmental ethics strategy and policy (ethics management). Co-ordinate ethics programs within the department. Promote of the financial disclosure. Facilitate capacity building on ethics issues. Manage and facilitate the provision of anti-corruption services. Detect, prevent and investigate alleged cases of corruption. Establish and maintain a database of all anti-corruption cases in the department. Manage the allocated resources of the directorate. Efficiently manage own personal development through performance management including the effective utilisation and training of staff maintenance of discipline, promotion of sound labour relations and proper use of state property. Manage daily employee performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensure that the team section produces excellent work. Ensure management, maintenance and safekeeping of assets. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES: can be directed to Mrs W.L. Hartzenberg at 043 711 9685

OTHER POSTS

POST 13/65: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT: REF NO: 04/03/2018
Purpose: To manage, co-ordinate and facilitate capacity building and training of all employees.

SALARY: R657 558. – R774 576 (Level 11) (All-inclusive package)
CENTRE: Head Office
REQUIREMENTS: A three year degree/diploma/NQF level 6 relevant qualification in Human Resource Development/Public Administration with 3 years working experience in human resource development or a Senior Certificate coupled with 10 years’ experience in the human resource development environment. Experience in Human Resource Development and speciality in training and development will be an added advantage. Knowledge of HR legislation and regulations. Computer literacy. Presentation, facilitation, research and analytical skills. Must have a valid driving licence and must be willing to travel. Skills and Competencies: Knowledge and application of the following prescript: Public
Finance Management Act (PFMA). In depth knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, information management and performance management. Good research, report writing, negotiation, interpersonal relations, communication, conflict management, presentation, analysing and working in a team.

**DUTIES**: Identifying and co-ordinating training needs and facilitating the development of a workplace skills plan. Monitoring and facilitating capacitation and training of departmental employees. Administration of departmental bursaries. Co-ordinate and implement leanerships and internships. Conduct a skills audit and develop a database. Align needs with the objectives of the Department and the organisation structure. Identify needs and develop a learner and internship skills programme. Administer contracts. Organise skills development committee.

**ENQUIRIES**: can be directed to Mrs W. Hartzenberg at 043 711 9685

**POST 13/66**: PROFESSIONAL SURVEYOR PRODUCTION GRADE B: REF NO: 05/03/2018

Purpose: Plan and perform to solve survey problems to improve efficiency and enhance safety

**SALARY**: R628 452 - R677 016 per annum (All-inclusive OSD package)

**CENTRE**: Joe Gqabi Region

**REQUIREMENTS**: A three year degree/Diploma in Quantity Surveying/NQF level 6 relevant qualification with at 3 years’ experience in the built environment. Must have a valid registration with SACQSP South African Council for Quantity Surveyors Profession. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid driving licence and must be willing to travel. Skills and Competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, negotiation and networking skills. Good interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Applied strategic thinking, team leader, problem solving and decision making. Diversity management. Managing interpersonal conflict and resolving problems.

**DUTIES**: Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approval of survey according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services, and develop tender specifications. Ensure training and development of candidate professional surveyors to promote skills/knowledge transfer and adherence to sound survey principles and code practice. Supervise the survey work and processes and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulation and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with technologies and procedures. Research/literate studies on survey technology to improve expertise and liaise with relevant bodies/councils on survey related matters.

**ENQUIRIES**: can be directed to Mrs W.L. Hartzenberg at 043 711 9685

**POST 13/67**: ENGINEER PRODUCTION GRADE A: REF NO: DHS 06/03/2018

Purpose: To co-ordinate, facilitate and monitor quality in human settlements delivery in all engineering projects, ensure adherence to National, Provincial and NHBRC norms and standards.

**SALARY**: R637 875 - R687 171 per annum (All-inclusive OSD package)

**CENTRE**: Head Office

**REQUIREMENTS**: A three year degree/diploma in Civil Engineering/NQF level 6 relevant qualification with 3 years working experience in the engineering field. Must
have a valid registration with Engineering Council of South Africa (ECSA) as a professional. Ability and exposure in working with project management. Good verbal and written communication skills. Civil design or AutoCAD proficiency. Ability to work independently. Must have a valid driving licence.

Skills and competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.

**DUTIES**
Plan, evaluate, verify and recommend the human settlements development project proposal from various districts. Provide assistance in planning, evaluation, verification and recommendations of human settlements development project proposals from various districts. Provide assistance in application of project close out report. Ensure construction of good quality structures and continuous improvement. Check and verify the methodology used as per the national norms and standards. Inspect the work sites and develop applicable reports. Ensure that innovative building technologies conform to national norms and standards. Check conformity against National, Provincial, Municipal and NHBRC norms and standards. Design new systems to resolve practical engineering challenges, efficiency and enhance safety. Format checklist and standardised project submissions.

**ENQUIRIES**
can be directed to Mr M. Kana at 043 711 9743

**POST 13/68**
**CONSTRUCTION PROJECT MANAGER PRODUCTION: GRADE A: DISTRICT COORDINATION AND PROJECT MANAGEMENT: REF NO: 07/03/2018**

**SALARY**
R637 875. – R687 171 (Level 11 OSD) (All-inclusive package)

**CENTRE**
Chris Hani Region

**REQUIREMENTS**
A three year degree/diploma/NQF6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with 3 years of working experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration with the South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years’ experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). Must possess a valid driving licence and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Competencies: - Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written).

Experience in facilitating work sessions and giving presentations.

**DUTIES**
Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.

**ENQUIRIES**
can be directed to Mr M. Kana at 043 711 9743

**POST 13/69**
**OFFICE MANAGER TO CHIEF DIRECTOR: INCREMENTAL PROGRAMMES REF NO: DHS08/03/2018**

Purpose: To provide sound administrative and executive support to the Chief Director

**SALARY**
R417 552 - R491 847 (Level 10)

**CENTRE**
Head Office

**REQUIREMENTS**
A three year degree/Diploma in Office Administration/NQF level 6 relevant qualification with 3 years working experience in the office environment or a Senior Certificate with five years’ experience in the office environment. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid
driving licence will be an added advantage. Skills and Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.

DUTIES: Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief Director’s appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES: can be directed to Mr M. Kana at 043 711 9743

POST 13/70: ASSISTANT DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT (INFORMAL SETTLEMENTS UPGRADING) REF NO: DHS 09/03/2018

Purpose: To facilitate, promote, coordinate human settlements development

SALARY: R417 552 - R491 847 (Level 10)

CENTRE: Head Office

REQUIREMENTS: A three year degree/diploma/NQF6 relevant qualification with 3 years of working experience in the human settlements development or a Senior Certificate with 5 years working experience in the human settlements development. Ability to work under pressure for extended periods of time. Good report writing, presentation and project management. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Must have a valid driving licence. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, report writing, negotiation, networking, interpersonal relations and computer literacy.

DUTIES: Facilitate and co-ordinate housing development activities for upgrading and eradication of informal settlements. Interact with BNG pilot projects and participate in site visits. Render support in facilitating technical task team and project steering committee meetings. Facilitate and promote collaboration of BNG projects with both internal and external stakeholders. Co—ordinate funding allocations for social and economic amenities, MIG and bonded housing projects. Strengthen and support capacity of municipalities in housing development projects. Facilitate project initiation and implementation strategies.

ENQUIRIES: can be directed to Mr M. Kana at 043 711 9743

POST 13/71: CONTROL WORKS INSPECTOR: DISTRICT COODINATION AND PROJECT MANAGEMENT REF NO: DHS 10/03/2018

Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards

SALARY: R417 552. – R491 847. (Level 10)

CENTRE: Chris Hani Region

REQUIREMENTS: A three year degree/diploma/NQF6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with 3 years of working experience in human settlements development or a Senior
Certificate/NQF3 coupled with 5 years of working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must have a valid driving licence. Skills and Competencies: In depth knowledge of public finance management act (PFMA), applicable legislations and prescripts, government programmes, information management, policies and procedures, housing code. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment skills.

DUTIES: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES: can be directed to Mr M. Kana at 043 711 9743

POST 13/72: SENIOR ADMINISTRATIVE OFFICER: RENTAL PROGRAMME REF NO: DHS 11/03/2018
Purpose: To facilitate and co-ordinate the implementation of the Social and Rental Housing.

SALARY: R281 418 - R331 497 (Level 08)
CENTRE: Head Office
REQUIREMENTS: A three year degree/diploma/NQF level 6 relevant qualification with 3 years of working experience in the rental administration field or Senior Certificate coupled with 4 years working experience in the rental administration field. Knowledge of relevant prescripts and legislation that are applicable in the programme. Experience in working with various stakeholders. Knowledge of rental housing programme. Computer literacy. Skills and Competencies: Knowledge of service delivery (Batho Pele principles), rental programme policies and procedures, rental housing act. Interpersonal relations skills, communication skills and customer orientated.

DUTIES: Administer rental programme complaints. Provide advice on the process to follow when lodging a complaint on rental related issues. Conduct investigations. Market acts, policies and procedures to municipalities, landlords, tenants and other stakeholders. Assist in the compilation of rental programme information brochures. Perform general administrative of functions. Liaise with relevant stakeholders with regards to all matters pertaining to the functioning of the office.

ENQUIRIES: can be directed to Mr M. Cimela at 043 711 9774

POST 13/73: ADMINISTRATIVE OFFICER BENEFICIARY MANAGEMENT REF NO: 12/03/2018
Purpose: To facilitate co-ordination and provision of administrative support of housing projects

SALARY: R226 611 - R266 943 (Level 07)
CENTRE: Head Office (East London)
REQUIREMENTS: A three year degree/diploma/NQF level 6 relevant qualification with 2 years of working experience in the beneficiary management/housing environment or Senior Certificate coupled with 3 years working experience in beneficiary management/housing environment. Knowledge and understanding of housing policies and procedures. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters, ability to work under pressure.

DUTIES: Processing individual subsidy applications. Receive, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Receive, capture claims on housing subsidy system (HSS). Capturing of BAS forms. Attend to subsidy enquiries.

ENQUIRIES: can be directed to Mr M. Cimela at 043 711 9774

POST 13/74: CLEANER REF NO: DHS13/03/2018

Purpose: To render cleaning services in and out of the departmental offices

SALARY: R90 234 - R106 290 (Level 2)

CENTRE: Buffalo City Metro Municipality Region

REQUIREMENTS: Standard 5 with 1 year of working experience in a cleaning environment. Clean, neat and reliable. Friendly and approachable at all times. Good communication skills. Ability to communicate with people at all levels. Skills and Competencies: Good communication skills and Interpersonal relations.

DUTIES: Responsible for thorough cleaning of the departmental offices. Ensure that cleaning materials are ordered and available for use. Responsible for ensuring that cleaning equipment are kept clean at all times. Management and control of stock. Inform the supervisor regarding purchasing of stock.

ENQUIRIES: can be directed to Mr M. Cimela at 043 711 9774

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605;Amathole District: Attention Mr, Trevor Jantjies Tel: 043 704 7806

Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No. 16 Commissioner Street, Old Eclo House Building, East London, 5201;OR Tambo District: Attention Ms. N. Kenqa Tel: 047 502 9211

Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100;Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata;Sarah Baartman District: Attention Mr V Ketelo: 046 6034244

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Comer African and Milner Street, Grahamstown. Alfred Nzo District: Attention Mr Gugwana: 039 254 0960

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X631, Mt Ayiiff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayiiff Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrance, Aliwal North; Nelson Mandela District: Attention Mr A. Kitching: 041 492 1231

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: No. 66 Ring Road, Greenacres, Port Elizabeth;Chris Hani District: Attention Mr X. Kwanini 045 807 7512

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320;Hand deliver to: No. 6 Ebden Street, Queenstown. 5319

CLOSING DATE: 13 April 2018 @ 15H00
Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 13/75: SENIOR LEGAL ADMIN OFFICER

SALARY: An all-inclusive remuneration R420 909 (MR 5) (OSD)
CENTRE: Head Office
REQUIREMENTS: An LLB. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. Valid code 08 driving licence.
DUTIES: To render legal advisory services to the Department of Sport, Recreation, Arts and Culture, related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor to obtain a desirable / justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit. Reports directly to the Senior Manager: Legal Services.

ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/76: ASSISTANT MANAGER: AMATHOLE MUSEUM

SALARY: An all-inclusive remuneration R417 552 (Level 10)
CENTRE: Amathole Museum
REQUIREMENTS: A Bachelor’s Degree in Administration or Human Sciences Discipline plus at least 3 years’ experience in Financial and Human Resources Management with at least 2 years supervisory experience or Matric plus 10 years’ experience in the field. Computer Literate. Knowledge of the Public Finance Management Act and experience in developing and maintenance of professional museum standards. A valid code 08 driving licence.
DUTIES : Support the manager in terms of Financial Management in accordance with the Public Finance Management Act, including budgeting and control of expenditure. Supervise all Administrative and technical staff. Supervise maintenance of personnel information. Manage overall HR planning and implementation. Co-ordinate recruitment of new staff. Liaise with HR sub-directorate of the Department. Compile monthly and annual reports for Board of Trustees. Handle all administration-related correspondence. Stakeholder Liaison.

ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/77 : ASSISTANT MANAGER: PERFORMING ARTS REF: DSRAC 03/03/2018

SALARY : An all-inclusive remuneration R417 552 (Level 10)

CENTRE : Sarah Baartman District

REQUIREMENTS : A degree/diploma in performing Arts(music/film/drama) or related qualification with 3 years’ experience in the field of Arts with at least 2 years at supervisory level or Matric plus 10 years’ experience in the Arts and Culture environment. The candidate must have knowledge of all relevant Arts and Culture prescripts, Public Service Act, PFMA and EPMDS. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer skills. A valid code 08 driving licence. (Targeting females and people with disabilities).

DUTIES : Provide strategic leadership in the Preforming Arts section by planning and developing of the sub-directorate’s and district operational plans, projects and programmes. Liaise with provincial and local artist authorities. Assist with the promotion and development of performing Arts {music; dance; drama, film and language} in the province. Facilitate partnership with other departments, local municipalities and other non-governmental organizations. Promotion of Cultural Industries and manage the Implementation of programmes in line with policy directives and political imperatives. Coordinate capacity building workshops. Manage leave and EPMDS in the Performing Arts section and ensure capacity building of staff. Manage the utilization and safe keeping of assets and compile section reports.

ENQUIRIES : Mr V Ketelo – 046 603 4244

POST 13/78 : ASSISTANT MANAGER: SPORT DEVELOPMENT REF NO: DSRAC 04/03/2018

SALARY : An all-inclusive remuneration R417 552 (Level 10)

CENTRE : Nelson Mandela District

REQUIREMENTS : A Degree / Diploma in the field of Sport and Recreation coupled with 3 years’ experience in the field of Sport and Recreation with at least 2 years at supervisory level or Matric coupled with 10 years’ experience in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.

DUTIES : Implement strategic partnership programmes with Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Exel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQUIRIES : Mr A Kitching – 041 492 1231

POST 13/79 : ASSISTANT MANAGER: FINANCIAL MANAGEMENT REF NO: DSRAC 05/03/2018

SALARY : An all-inclusive remuneration R334 545 (Level 09)

CENTRE : Nelson Mandela District
**REQUIREMENTS**: Degree / Diploma in Financial Management or equivalent qualification coupled with 3 years’ experience in the field, with 2 years supervisory experience or Matric coupled with at least 10 years’ experience in Financial Management. Knowledge of Public Service Prescripts such as Public Finance Management Act, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy. Valid code 08 driving licence.

**DUTIES**: Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, vouchers, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures o the PFMA and Treasury Regulations.

**ENQUIRIES**: Mr A Kitching – 041 492 1231

**POST 13/80**: ASSISTANT MANAGER: EVENTS MANAGEMENT REF NO: DSRAC 06/03/2018

**SALARY**: An all-inclusive remuneration R334 545 (Level 09)

**CENTRE**: Head Office

**REQUIREMENTS**: A Degree/Diploma in Public Relations/ Events Management or any related qualification with 3 years’ experience in the related field with at least 2 years at supervisory level or Matric coupled with 10 years’ experience in the field. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid code 08 driving licence

**DUTIES**: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events approved by Manager Communications. Prepare closeout reports for the events.

**ENQUIRIES**: Ms. R. Loots – 043 492 0949

**NOTE**: This is a re-advertisement; people who have previously applied are encouraged to re-apply.

**POST 13/81**: ASSISTANT MANAGER: PROVINCIAL LIBRARIES REF NO: DSRAC 07/03/2018

**SALARY**: An all-inclusive remuneration R334 545 (Level 09)

**CENTRE**: Head Office

**REQUIREMENTS**: Four year Degree in Library and Information Services or equivalent qualification with 3 years’ experience in a similar environment with at least 2 years supervisory experience. Knowledge of Government prescripts. Ability to work with the public, research skills, team building, Planning and organizing, report writing, managerial skills, conflict management skills, analytical skills, interviewing skills, project management skills. Financial management, negotiation skills, policy interpretation, Good interpersonal relation skills. Ability to work under pressure and work irregular hours. Innovative. Good written and verbal communication. Team building skills, presentation skills. A valid code 08 driving licence.

**DUTIES**: Co-ordinate and collate library and information services information. Facilitate the signing and monitoring of SLAs with municipalities. Provide support to district LIS. Compile monthly and quarterly reports for the section. Facilitate planning and organizing for the section. Responsible for developing budget for the section and monitoring its spending. Co-ordinate all LIS marketing and awareness campaign. Assist in policy formulation and co-ordination. Establish relationship with libraries and other library related stakeholders. Co-ordinate the formation of library structure. Will be required to work long hours. Extensive travelling.

**ENQUIRIES**: Ms R Loots – 043 492 0949
POST 13/82: COMMUNITY DEVELOPMENT OFFICER REF NO: DSRAC 08/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Head office
REQUIREMENTS: Degree or Diploma in Community Development/Project Management or any other relevant qualification with at least 2 years’ experience in the field or Matric with 5 years’ experience in Community Development/Project Management environment. Good communication, facilitation and organising skills, ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. A valid driving licence.

DUTIES: To encourage community involvement and active participation in pre and post construction of facilities, to coordinates and facilitate implementation of EPWP guidelines in infrastructure and community projects. To facilitate development of business plans for community projects. To facilitate capacity building interventions for relevant community structures. To monitor and report all EPWP projects by collecting data on sites.

ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/83: SENIOR WORK STUDY OFFICER REF NO: DSRAC 09/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Head Office
REQUIREMENTS: A Degree / Diploma in Human Resource Management / Management Services (Work-study) or any other relevant qualification with a Job Evaluation Certificate as an added advantage or Organisational Development with 2 years’ experience in the field of Organisational Development or Matric and Certificate in Management Services (Work-study) with 5 years’ experience in the field. Policy implementation skills. Team and people management skills. Ability to use Visio. Service delivery improvement management tools application. Conflict resolution skills. Evaluate software system application. Computer Literacy. A valid code 08 driving licence.

DUTIES: Participate in policy and strategic analysis, work process analysis and organizational design. Assist with business process analysis and the development of the departmental service delivery model. Capture on visio the organizational structure of the department. Capture new establishment on PERSAL. Conduct efficient establishment control. Plan and implement effective engagements with districts and institutions on the implementation of the organizational structure. Participate in Provincial and Departmental organizational restructuring and design fora. Assist in the development of Job Descriptions and maintenance of the organizational development data base. Conduct Job Evaluation process and monitor data base. Develop organizational structure.

ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/84: LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 10/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Sarah Baartman District
REQUIREMENTS: BA Degree / Diploma in Labour Law / Labour Relations / Human Resources Management, with a 2 years’ relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. A Valid code 08 Driving Licence

DUTIES: Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES: Ms R Loots – 043 492 0949
POST 13/85: CHIEF HR OFFICER REF NO: DSRAC 11/02/2018

SALARY: An all-inclusive remuneration R218 418 (Level 08)
CENTRE: Joe Gqabi District
REQUIREMENTS: A Degree / Diploma in Human Resource Management or relevant equivalent qualification with 2 years’ experience in the field or Matric with 5 years’ experience in the field of a Human Resource Management environment. Conflict Management skills. Advanced knowledge of PERSAL. Good written verbal communication skills. Valid code 08 driving licence.
ENQUIRIES: Mr Y Dlamkile – 051 633 2090

POST 13/86: PRINCIPAL LANGUAGE PRACTITIONER (AFRIKAANS) REF NO: DSRAC 12/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Head office
REQUIREMENTS: B.A degree/3years qualification with Language being a major and another at lower level. A Post graduate qualification in translation and interpreting will be added advantage. Experience in translation and interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Afrikaans. Experience and knowledge in publishing and creative writing. Knowledge of language policy and its implementation plan is needed. Computer literacy. The candidate must possess good interpersonal skills and ability to work as a team. Must have verbal and written communication skills. Candidate must be able work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder’s engagements. Knowledge of Sign Language or willingness to learn the language would be an added advantage. A valid code 08 driving licence.
DUTIES: Render language services such as translation of official documents from and into Afrikaans, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting services when required. Facilitate editing, proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events.
ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/87: PRINCIPAL LIBRARIAN REF NO: 13/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Alfred Nzo District
DUTIES: Facilitate and monitor Library operations within the District. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation / revival of Library structures. Conduct professional visits to public libraries. Assist in the maintenance of Library assets in the district. Assist in maintenance of staff attendance register and leave register of library staff in the district. Compile reports and submit it to the supervisor. Supervise processing and distribution of Library material to Public Libraries.
ENQUIRIES: Mr M Gugwana – 039 254 0969

POST 13/88: PRINCIPAL ARCHIVIST REF NO: DSRAC 14/03/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Head Office

DUTIES: Supervise in the retrieval of files for research purposes. Supervise reading room service. Supervise the collection, arrangement, describing and preservation of public and non-public records. Supervise promotion and marketing of archives and records management. Compiling of reports. Supervise repository staff.

ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/89: PROVISIONING ADMIN OFFICER: STORES REF NO: DSRAC 15/03/2018

SALARY: An all-inclusive remuneration R226 611 (Level 07)

CENTRE: Head Office

REQUIREMENTS: National Diploma in Logistics Management, Public Management or equivalent qualification with at least 2 years’ experience in Supply Chain Management or Matric with 5 years’ experience. Extensive knowledge of Supply Chain Management in Public sector. Good understanding and sound knowledge LOGIS and BAS systems. Understanding of procurement processes, PFMA, Treasury Regulations. Must have knowledge of Management of resources, Communication, Problem solving, Computer literacy, Numeracy and report writing skills. Client orientated, Commitment, Integrity, Loyal, Team Leadership and Presentation skills.


ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/90: STATE ACCOUNTANT: ACCOUNTING SERVICES REF NO: DSRAC 16/03/2018

SALARY: An all-inclusive remuneration R226 611 (Level 07)

CENTRE: Head Office

REQUIREMENTS: A Degree / Diploma in Financial Administration or NQF Level 6 or equivalent with 2 years’ experience in the field of finance or Matric with 5 years’ experience in the field of finance. Sound knowledge of financial administration. Extensive knowledge of concepts and procedures. Knowledge of financial norms and standards (PFMA and Treasury Regulations, Provincial Treasury Instructions and Departmental delegations). Knowledge of performance areas and time management. Good written and communication skills. Computer literacy, analytical skills and ability to work under pressure. An understanding of and commitment to implement policies of national and provincial government. Knowledge of BAS and PERSAL will be an added advantage. A valid code 08 driving licence.

DUTIES: Reconcile and clear all suspense accounts and correctness of balances. Ensure complete and accurate BAS compliant financial records. Collect and collate information for preparation of quarterly, interim and annual financial statements for the department. To provide overall management of Bank Reconciliation and ensure that monthly reconciliation has been properly performed. Implement clearly defined norms and standards of work regarding financial procedures. Monitoring proper filing systems and procedures relating to financial matters.

ENQUIRIES: Ms R Loots – 043 492 0949

POST 13/91: ADMIN OFFICER: HRD REF NO: DSRAC 17/03/2018

SALARY: An all-inclusive remuneration R226 611 (Level 07)

CENTRE: Head Office

REQUIREMENTS: B. Degree/ National Diploma in Administration/ Public Administration/Management with 2 years working experience in the field of Administration / related field or Matric with 5 years’ experience in the field of Administration. Computer Skills with Ms. Excel as an added advantage. A
good understanding of PFMA, procurement processes and policies related hereto. A valid code 08 driving licence.

**DUTIES**
Provide admin support within the HRD Unit. Ensure that procurement for the section is done. Compile minutes. Payment of all service providers. Maintenance of the Commitment Register and liaison with HRD Service Providers regarding Invoices and Payment. Establishment and maintenance of Databases for all HRD Programmes. Handle incoming and outgoing HRD correspondence and ensure that the HRD office is resourced in terms of equipment and stationery. Manage meeting/ training venue bookings. Perform any related duties as assigned by the HRD Manager.

**ENQUIRIES**
Ms R Loots – 043 492 0949

**POST 13/92**
PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION REF NO: DSRAC 18/03/2018

**SALARY**
An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**
Head Office

**REQUIREMENTS**
Degree or National Diploma in Supply Chain Management or equivalent qualification in financial field with 2 years’ experience in Demand Management environment, or Matric with 5 years relevant experience in Demand management. Good management and communication skill. Practical knowledge of Logis, knowledge of Treasury regulations, PFMA and all relevant prescripts, Computer literacy in MS office (word and excel) Possession of valid code 08 drivers licence. Good interpersonal relations.

**DUTIES**
Compilation of procurement plan, assist with drafting of bid specifications, market analysis, taking of minutes in the bid specification committee meetings, closing of bids, capture requisition on Logis. View suppliers both on Logis and CSD. Procuring goods and services necessary for office operations.

**ENQUIRIES**
Ms R Loots – 043 492 0949

**POST 13/93**
PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DSRAC 19/03/2018

**SALARY**
An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**
Head Office

**REQUIREMENTS**
A Degree in Logistics Management or NQF Level 6 equivalent qualification with 2 years’ experience in asset management environment or Matric with 5 years’ experience in the field. Sound knowledge of the PFMA and National Treasury Regulations. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of BAS and LOGIS Systems. A valid code 08 Driver’s license can be an added advantage.

**DUTIES**
Assist in implementing acquisition, maintenance and disposal of assets. Ensure that all assets are properly recorded and accounted for in assets register. Conduct physical verification of assets and regular spot checks. Facilitate the movement of assets and update the assets register accordingly. Efficient and effective disposal for redundant, obsolete and unserviceable assets.

**ENQUIRIES**
Ms R Loots – 043 492 0949

**POST 13/94**
PROVISIONING ADMIN OFFICER REF NO: DSRAC 21/03/2018

**SALARY**
An all-inclusive remuneration R226 611(Level 07)

**CENTRE**
Sarah Baartman District

**REQUIREMENTS**
A Degree / Diploma in Supply Chain Management / Public Administration / Logistics with 2 years’ experience in Supply Chain environment or Matric with at least 5 years’ experience with in the field. Knowledge of PFMA and treasury regulations and all relevant prescripts. Ability to work under pressure, communication skills and must be computer literate. Knowledge of BAS and LOGIS systems.

**DUTIES**
Create and maintain a proper recording of assets and filing system of the District, conduct physical verification of assets and regular spot check, Facilitate movement of assets and update the asset register accordingly. Knowledge of cost to ensure cost effective quality service. Compile and implement logistics and disposal management plan. Perform disposal management services. Be responsible to facilitate building maintenance.

**ENQUIRIES**
Mr V Ketelo – 046 603 4244
<table>
<thead>
<tr>
<th>POST 13/95</th>
<th>STATE ACCOUNTANT: PRE-AUDIT X2</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>An all-inclusive remuneration R226 611 (Level 07)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Alfred Nzo District Ref No: DSRAC 22/03/2018 (1)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman District Ref No: DSRAC 23/03/2018 (2)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>BA Degree / Diploma in Financial Administration or equivalent with 2 years relevant experience or Matric coupled with a minimum of 5 years’ experience in the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and other relevant governmental prescripts. Computer Literacy. Knowledge of BAS, PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Applying internal control when the activity program / project / event is still in process to ensure all procedures are compliant to all Treasury Regulations and the PFMA. Examine documents to ensure all information is correct before the Department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authenticity of documents. Ensure the payment request and advises comply with the internal controls and prescripts. Day to day monthly reporting on irregular, unauthorised wasteful and fruitfulness expenditures to the supervisor. Process PERSAL related claims.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr V Ketelo – 046 603 4244</td>
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<td>Mr M Gugwana – 039 254 0960</td>
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<tr>
<th>POST 13/96</th>
<th>PRINCIPAL HR OFFICER REF NO: DSRAC 24/12/2017</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>An all-inclusive remuneration R226 611 (Level 07)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>BA Degree / Diploma in Human Resource Management or equivalent qualification with 2 years’ experience or Matric with 5 years’ experience in the field of Human Resources. Conflict management skills. Advance knowledge of PERSAL. Good written and verbal communication skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Leave Gratuity Payments, Medical Aid Benefits, etc.). Monitoring of Leave of Absence and Capped Leave Auditing. Handling of Human Resource Administration related enquiries. Supervise HR Staff.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr V Ketelo – 046 603 4244</td>
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<tr>
<th>POST 13/97</th>
<th>CHIEF SPORT OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 25/03/2018</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>An all-inclusive remuneration R226 611 (Level 07)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Alfred Nzo District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A degree/Diploma in Sport Management or Human Movement Science or Matric with 5 years’ experience in the field. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid code 08 driving license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development &amp; Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr M Gugwana – 039 254 0960</td>
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<tr>
<th>POST 13/98</th>
<th>CHIEF SPORT OFFICER (CLUB DEVELOPMENT) REF NO: DSRAC 26/03/2018</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>An all-inclusive remuneration R226 611 (Level 07)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A degree/diploma in Sport Management or Human Movement Studies. Matric with 5 years’ experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer</td>
</tr>
</tbody>
</table>

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literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving licence.

**DUTIES**

**ENQUIRIES**
Mr V Ketelo – 046 603 4244

**POST 13/99**
CHIEF SPORT OFFICER (RECREATION) REF NO: DSRAC 27/03/2018

**SALARY**
An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**
Sarah Baartman District

**REQUIREMENTS**
A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years’ experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.

**DUTIES**
Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.

**ENQUIRIES**
Mr V Ketelo – 046 603 4244

**POST 13/100**
ACCOUNTING CLERK: ACCOUNTING SERVICES REF NO: DSRAC 28/03/2018

**SALARY**
An all-inclusive remuneration R152 862(Level 05)

**CENTRE**
Head office

**REQUIREMENTS**
A National Diploma in Financial Management or Matric with 2 years’ experience in financial environment. Knowledge of GRAAP, Treasury Regulations. In-depth knowledge of PFMA. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.

**DUTIES**
Compile and capture journals on BAS on a daily basis. Check and verify subsistence and travel claims. Assist in recording PMG and ledger accounts. Assist in the clearing of suspense accounts. Assist in the monthly and yearly closure of books. Assist in the compilation of working paper file for interim/annual Financial Statement (AFS)

**ENQUIRIES**
Ms R Loots – 043 492 0949

**POST 13/101**
ACCOUNTING CLERK: CREDITORS PAYMENTS REF NO: DSRAC 29/03/2018

**SALARY**
An all-inclusive remuneration R 152 862(Level 05)

**CENTRE**
Head office

**REQUIREMENTS**
A National Diploma in Financial Management or Matric with 2 years’ experience in financial environment. Knowledge of GRAAP, Treasury Regulations. In-depth knowledge of PFMA. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.

**DUTIES**
Ensure accurate compiling and capturing in the system. Ensure that expenditure approval is correctly compiled and approved. Ensure that funds for specific projects are accessed from correct codes. Ensure that payments are affected within 30 days.

**ENQUIRIES**
Ms R Loots – 043 492 0949
POST 13/102 : ACCOUNTING CLERK: REVENUE REF NO: DSRAC 31/03/2018

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Head Office
REQUIREMENTS : Matric or NQF6 with accounting skills. Knowledge of PFMA and Treasury Regulations. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical ability. Trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Computer literacy (Microsoft). Willing to work under pressure, travel to all districts when required to do so. Good verbal and communication skills. A valid code 08 driving licence will be an added advantage.
ENQUIRIES : Ms R Loots – 043 492 094

POST 13/103 : ACCOUNTING CLERK: CASH & BUDGET MANAGEMENT REF NO: DSRAC: 34/03/2018

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Head Office
REQUIREMENTS : Matric with mathematics / accounting or equivalent certificate coupled with 2 years’ experience in a Finance environment. Knowledge of PFMA and Treasury Regulations. Computer literacy. Knowledge of BAS and PERSAL will be an added advantage Ability to work under pressure.
DUTIES : Collect information around day-to-day financial obligation of the Department. Compile and submit cash flow to Provincial Treasury. Reconciliation of cash request, monthly drawings and bank statements. Compile and submit annual cash flow projection to Provincial Treasury. Effect the department’s revenue transfers to Exchequer account. Assist in preparing In-Year Monitoring. Assist in preparing Appropriation statements.
ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/104 : REGISTRY CLERK X2 REF NO: DSRAC 30/03/2018

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Head Office
REQUIREMENTS : Diploma / Certificates in records management or Matric with 2 years’ experience in the field of records management / registry. Good verbal and communication skills. Ability to work under pressure. Computer literacy. Sound knowledge of registry / records management practices. Customer care skills. Good telephone etiquette.
ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/105 : PROVISIONING ADMIN CLERK: DEMAND AND ACQUISITION REF NO: DSRAC 32/03/2018

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Chris Hani District
**DUTIES**

Preparation of procurement requests for Supply Chain Management unit. Processing of submitted requisition. Capturing valid requisitions on LOGIS. Perform other general clerical duties. Scrutinising of Specifications against required documents attached. Advertising specifications at public places and business forums for a minimum of two days. Doing market analysis for goods to be procured. Procure goods and services as per the prescribed time frames. Ensure that suppliers are registered on the central Data base.

**ENQUIRIES**

Mr X T Kwanini – 045 807 7512

**POST 13/106**

**PROVISIONING ADMIN CLERK: STORES**

**REF NO: DSRAC 33/03/2018**

**SALARY**

An all-inclusive remuneration R152 862 (Level 05)

**CENTRE**

Head Office

**REQUIREMENTS**

National Diploma in Logistics Management or any other relevant qualification. Matric or equivalent qualification with a minimum of 2 years appropriate experience. Knowledge and understanding of PFMA, Treasury Regulation and LOGIS system. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Ethical and Moral person. Flexible, Energetic, Assertive and be able to work extra hours/ under pressure.

**DUTIES**


**ENQUIRIES**

Ms R Loots – 043 492 0949

**POST 13/107**

**AUXILIARY SERVICE OFFICER X2**

**CENTRE**

Uitenhage Museum (1) Ref No: DSRAC 35/03/2018

Fort Beaufort (2) Ref No: DSRAC 36/03/2018

**REQUIREMENTS**

Matric and good communication skills. Physical fitness essential, security or tour guiding experience.

**DUTIES**


**ENQUIRIES**

Ms R Loots – 043 492 0949

**POST 13/108**

**MESSENGER DRIVER X2**

**CENTRE**

OR Tambo District (1) Ref No: DSRAC 37/03/2018

Nelson Mandela District (2) Ref No: DSRAC 38/03/2018

**REQUIREMENTS**

Grade 10 to 12 qualification, Code 8/10 valid driver’s licence with PDP will be an added advantage, 2-3 years driving experience, Good communication and planning skills.

**DUTIES**

Deliver and fetch correspondence, Transporting of personnel and guests, Fuelling the vehicles, Driving for officials to other departments, Preparing accident and incident report as necessary Assisting passengers and handicap guest in and out of the vehicle, Keep the assigned vehicle (s) clean inside and outside, Assist with any other tasks that may be assigned to you from time to time.

**ENQUIRIES**

Ms N Kenqa – 047 502 9211
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.

CLOSING DATE : 20 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), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 13/109 : HEAD CLINICAL UNIT (MEDICAL) (PROVINCIAL PEDIATRICIAN): (REF NO: H/H/2)

SALARY : R1 550 331.00 OSD

CENTRE : Provincial Specialist Unit


DUTIES : Provide discipline specific oversight with reference to: an appropriate continuum of care throughout the health services from home to tertiary care, equity in the distribution of services and resources, integration of primary health care and hospital services with a shift of focus to primary health care, effective and appropriate access to the required levels of care, uniform systems, norms and standards at all levels and facilities throughout the province. Support monitor and guide clinical aspects of District clinical specialist teams. Manage alternative or interim models in areas where it is not possible to appoint a DCST members. Provide mentorship and support of the District clinical specialist teams as well as hospital based heads of clinical departments and units. Surveillance of discipline specific disease profile and health outcomes. Monitoring and evaluation of implementation of national and provincial programs/ policies and activities of district clinical specialist teams. Represent the province in national forums related to discipline/ domain. Represent specialist domain at corporate cluster level. Interact with training facilities as per agreement with the training facility.

ENQUIRIES : Dr M.G Schoon, Tel No: 051 408 1708/ 9

APPLICATIONS : Send To: Provincial Specialist Unit, P.O Box 227 Bloemfontein or hand deliver at entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION : Dr Schoon
POST 13/110

DEPUTY DIRECTOR: REVENUE MANAGEMENT - (REF NO: H/D/1)

SALARY : R657 558 per annum
CENTRE : Financial Accounting – Corporate Office
REQUIREMENTS : Bachelor Degree or National Diploma in accounting or financial management. 5 years relevant experience with At least 2 years on supervisory level. Recommendations: Experience in working with BAS. Knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office and Excel.
DUTIES : Ensure efficient and effective management of revenue management sub-directorate. Identify and investigate current and new source of revenue. Ensure effective and efficient management of debt within the department. Ensure that control are in place to prevent or minimize the staff debt. Ensure that the relevant policies and procedures manuals are in place, reviewed and their implementation is monitored. Ensure that support to institutions and in-service training is done according to the needs. Management of assets and risk.
ENQUIRIES : Mr E.T Motloung: Tel No: 051 408 1785
APPLICATIONS : Send To: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.
FOR ATTENTION : Mr M.J Mokgamanyane

POST 13/111

ASSISTANT MANAGER NURSING: (REF NO: H/A/1)

SALARY : R499 953 per annum
CENTRE : Mafube District Hospital
REQUIREMENTS : Registration with the SANC as Profession Nurse. A minimum of 8 years appropriate/recognizable Recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at nursing management level. Recommendations: Computer Literacy. Driver’s license.
DUTIES : To provide strategic leadership within the Complex and ensuring that the facility operational plans are in place in Line with the institutional health plan. Providing professionals technical and management support for the provision of quality health care services to internal and external clients for the complex. Ensuring effective and efficient resource management. Monitoring the implementation of the Ministerial Injunctions within the complex. Monitoring and the evaluation of the services in the complex. Managing and mitigate clinical and non-clinical risks in the complex. Providing support and guidance in financial management and maintain cost effective nursing care for the complex. Providing multi-disciplinary team work and support to other managers in the complex. Analyzing utilizing and managing nursing information for decision making within the complex.
ENQUIRIES : Mrs Makhalema, Tel No: 058 853 5402
APPLICATIONS : Send To: Tokollo Hospital Private Bag X8 Heilbron 9650
FOR ATTENTION : Ms Makoti

POST 13/112

CHIEF MEDICAL ORTHOTIST PROSTHETIST GRADE 1 (3 POSTS): (REF NO: H/M/2)

SALARY : R414 069 per annum
CENTRE : Bethlehem, Bloemfontein and Welkom – Orthotics and Prosthetic Centre Bloemfontein
REQUIREMENTS : Diploma/ Degree in Medical Orthotics Prosthetics. Registration with HPCSA as a Medical Orthotist Prosthetist. Driver’s license. At least 5 years’ experience as Senior Medical Orthotist Prosthetist in Public Sector. Recommendations: 10 years’ experience in supervisory post as Senior Medical Orthotist Prosthetist. Good knowledge of operations in clinical and fabrications of the services. Knowledge of administration and management of resources (including finance, HR, asset, Health and Safety. Good communication, leadership and interpersonal skills.
DUTIES : Ensure that adequate accessible quality comprehensive and specialized Medical Orthotics services are rendered at Health care institution and the
community. Responsible for the day to day functioning of all designated sections/ satellite clinics. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof. Monitor proper utilization of allocated financial and physical resources. Manage human resource, supervision of workforce and ensure participation in continuous professional development programs. Coordinate the training of students. Coordinate and ensure the promotion and marketing of Medical Orthotics.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 13/113

CHIEF RADIOGRAPHER: (REF NO: H/R/1)

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 13/114

PROFESSIONAL NURSE PROGRAM MANAGER PNA 5 QUALITY ASSURANCE: (REF NO: H/P/5)

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 13/115

PNB 1 PROFESSIONAL NURSE GRADE 1 (SPECIALTY) (MATERNITY): (REF NO: H/P/3)

ENQUIRIES
APPLICATIONS
FOR ATTENTION

FOR ATTENTION

SALARY
CENTRE
APPLICATIONS
FOR ATTENTION

accredited with SANC. A minimum of 4 years appropriate/recognizable experience in Nursing after registration with SANC as a Professional Nurse.

Recommendations: Good communication and interpersonal relation skills. Ability to work under pressure

**DUTIES**: Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in unit (where necessary). Provision of administrative services. Provision of clinical services, usage of machineries and equipment. Coordinate the provision of effective training and research for nursing services.

**ENQUIRIES**

Me Moroka M.M: Tel No: 058 873 9800

**APPLICATIONS**

Send To: The Chief Executive Officer Dr JS Moroka District Hospital Private Bag X 707 Selosesha Thaba Nchu 9783

**FOR ATTENTION**: Mr Molokoane

**POST 13/116**: ASSISTANT MANAGER HRM: (REF NO: H/A/4)

**SALARY**: R334 545 per annum

**CENTRE**: HRM Practices B – Corporate Office

**REQUIREMENTS**: Grade 12 certificate/ NQF equivalent. National or Bachelors Degree requiring a minimum of three years. 3 years of experience in Human Resource related matters Recommendations: none

**DUTIES**: Manage and co-ordinate human resource administration matter within the department to contribute to rendering of a professional human resource management services. Conditions of services benefits (leave, housing, medical, injuries on duty, termination of service, long service, recognition, overtime, transfer, verification of qualification, secretarial functions at interviews, absorption, probationary periods etc). Performance Management. Address Human Resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful of the implementation of department/public service policies on matters related to human resource management to adhere to the relevant prescript/legislation. Provide inputs on the development/amendments of the human resource management policies/practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Management of human resources which include, inter alia: training and development of officials, performance management, work allocation, authorize transactions on persal according to delegations.

**ENQUIRIES**: Mr M.L Kamolane: Tel No: 051 408 1515

**APPLICATIONS**: Send To: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.

**FOR ATTENTION**: Mr M J Mokgampanyane

**POST 13/117**: HUMAN RESOURCE PRACTITIONER SENIOR: (REF NO: H/H/1)

**SALARY**: R281 418 per annum

**CENTRE**: Human Resource Management Practices A

**REQUIREMENTS**: Grade 12 certificate/ NQF equivalent. Diploma or Bachelors Degree requiring a minimum of three years. 3 years’ Experience in Human Resource related matters. Recommendations: None

**DUTIES**: Oversee the handling of appointments, promotions, grade progressions, confirming of probation, register SCC, PA60 for the payments of officials who are out of service. Supervision, training and advice on Human Resource related matters. Develop and review all policies, directives and circulars. Implement a database for the recruitment process in the Department. Prepare reports to clarify issues, make recommendation etc. Approved/authorize the implementation of the Human Resource practices on Persal and update information manually and electronically to ensure that accurate information is maintained. Coordinate, liaise and address all enquiries regarding appointment, promotions, grade progressions, confirming of probation, registering of SCC and PA60s for the payment of officials who are out of service.

**ENQUIRIES**: Mr Makhema Tel No: 051 408 1882
APPLICATIONS: Send To: The Director HRM and Planning, P O Box 227, Bloemfontein or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.

FOR ATTENTION: Mr M.J Mokgampanyane

POST 13/118: SENIOR STATE ACCOUNTANT (GOODS AND SERVICES): (REF NO: H/5/2)

SALARY: R281 418 per annum
CENTRE: Financial Accounting – Corporate Office
REQUIREMENTS: B-Degree in Financial Management and LOGIS/BAS plus NQF 6, 5 years Financial Management experience Recommendations: Knowledge of PFMA, Treasury Regulations, LOGIS and BAS
DUTIES: Ensure that payments and journals are checked in terms of the norms and standards before capturing. Authorize payments and journal on BAS and LOGIS payments in line with relevant delegations. Ensure that petty cash payments are handled finalized within the set due dates. Ensure that all requests for handwritten cheques are evaluated first and finalized within the norms and standards. Handle payment queries. Ensure that all documents are readily available for the Auditor General. Ensure that all processed batches are properly filed according to the prescripts. Supervise two level sevens and assess their performance (PDMS). Control and monitor leave of subordinates. Perform ad hoc duties as requested by management.

ENQUIRIES: Mr S.P Letube - Tel No: 051 408 1799.
APPLICATIONS: Send To: The Senior Manager: Human Resource Management, P O Box 227, Bloemfontein, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION: Mr M.J Mokgampanyane

POST 13/119: SENIOR STATE ACCOUNTANT (PATIENT DEBT): (REF NO: H/5/3)

SALARY: R281 418 per annum
CENTRE: Financial Accounting – Corporate Office
REQUIREMENTS: Three years Bachelor Degree/ National Diploma in Financial Management and 4 years relevant experience. Recommendations: Experience in Revenue Debt management process within the Public Sector. Experience in Patient Billing System and knowledge of BAS.
DUTIES: Monitor the implementation of PFMA, Treasury regulations, Policies and Procedures. Revision and implementation of all Revenue Tariffs, Uploading of tariffs on the system (MEDITECH). Ensure the utilization of patient debt system by all hospital, request reports as per need per patient classifications. Monitor all contracts within the sub-directorate, and reports on all outstanding debt and assist hospitals in following up on the outstanding debt and ultimately eliminating the huge outstanding debt. Assist the Assistant Manager: Patient Debt Management in the formulation and revision of Policies, Circulars and Procedures in line with the PFMA and Treasury Regulations. Attend to audit queries, identify and ensure (revenue related) training needs for the hospital and the sub-directorate.

ENQUIRIES: Ms Pumeza Zihlangu: Tel No: 051 408 1877
APPLICATIONS: Send To: The Senior Manager: Human Resource Management, P.O Box 227, Bloemfontein, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION: Mr M.J Mokgampanyane

POST 13/120: PERSONAL ASSISTANT: FINANCIAL ACCOUNTING: (REF NO: H/P/6)

SALARY: R226 611 per annum
CENTRE: Financial Accounting – Corporate Office
REQUIREMENTS: Grade 12, Computer literacy and 3-5 years in rendering support service to Senior Management. Secretarial Diploma Office Management Recommendations: Ability to work under pressure. Good verbal and written communication skills. Good interpersonal skills. Sound organizational skills. Self –management and motivation. Ability to act with Tact and discretion.
DUTIES: Perform advance typing work. Record the engagements of the Director. Utilize discretion to decide whether to/ decline or refer to other employees request for meetings, based on the urgency of the matter. Coordinate with the Director regarding engagements. Rendering an administrative support and services.
This entails inter alia, in the following: ensure the effective flow of information and documents to and from the office of the Director. Ensure the safe keeping of all documents in the office of the Director is in line with relevant legislation and policies. Obtain inputs, collates and compile reports e.g progress reports, monthly reports and management reports. Scrutinize routine submission/reports and make notes and or recommendations for the Manager. Collects, analyzes and collates information requested by the Director, ensures that travel arrangements are well coordinated. Provides support to the Director regarding meetings. Collects and compiles all documents for the Director to inform him on the contents. Records minutes/ decisions and communicate to relevant role players.

ENQUIRIES: Mr E.T Motloung: Tel No: 051 408 1785
APPLICATIONS: send to: The Senior Manager Human Resource Management P.O Box 227 Bloemfontein or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300
FOR ATTENTION: Mr M.J Mokgampanyane

POST 13/121: PROFESSIONAL NURSE PNA 1-2-3: (2 POSTS) (REF NO: H/P/4)

SALARY:
- PNA 1 – R226 083
- PNA 2 – R278 052
- PNA 3 – R340 431 OSD depends on years

CENTRE:
- Embekweni Hospital, Zastron

REQUIREMENTS:
- Registration with the SANC as a Professional Nurse, with maternity
- Recommendations: None after registration with the SANC as a Professional Nurse

DUTIES:
- Provide holistic, quality nursing care to patients in all areas of the hospital, in a cost effective, efficient and equitable manner. Detailed key performance areas can be obtained from the contact person

ENQUIRIES:
- Mr Mlumbi: Tel No: 051 673 1267
APPLICATIONS: Send To: Mr DA Mlumbi Private Bag X 32, Zastron 9958, Embekweni Hospital Private Bag X 5, Zastron 9958.
FOR ATTENTION: P Botha HR

POST 13/122: CLERK: (REF NO: H/C/1)

SALARY:
- R152 862 per annum

CENTRE:
- Fezile Dabi Health District: Vivian Mangwane Clinic

REQUIREMENTS:
- Grade 12 Certificate/ Diploma in Administration. Ability to work with people and good communication skills Computer literacy
- Recommendations: None

DUTIES:
- Management of telephone account. Management of overtime. Procurement of cleaning material. Rendering clerical support With ordering and follow up progress. Rendering support with capturing of data where and when required

ENQUIRIES:
- Ms A Brits: Tel No: 016 970 9304
APPLICATIONS: send to: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION: Me A Brits

POST 13/123: STATE ACCOUNTING CLERK (SALARIES): (REF NO: H/S/4)

SALARY:
- R152 862 per annum

CENTRE:
- Expenditure Management Sub-Directorate – Corporate Office

REQUIREMENTS:
- Grade 12 Recommendations: Knowledge of BAS and Persal, knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office Suite. Learnership or Internship experience of more than six (6) months will be advantageous to the candidate.
- Recommendations: Knowledge of BAS and Persal, knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office Suite. Learnership or Internship experience of more than six (6) months will be advantageous to the candidate.

DUTIES:
- Implement and administer Financial Accounting practices (BAS/ LOGIS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional Financial Administration Services. Salaries (payment, deductions etc). Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES:
- Mr Senola: Tel No: 051 408 1180
APPLICATIONS: send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein
FOR ATTENTION: Mr M.J Mokgampanyane
<table>
<thead>
<tr>
<th>POST 13/124</th>
<th>STATE ACCOUNTING CLERK (TAX): (REF NO: H/S/5)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R152 862 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Expenditure Management Sub-directorate – Corporate Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Recommendations: Knowledge of BAS and Persal, knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office Suite. Learnership or Internship experience of more than six (6) months will be advantageous to the candidate.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Implement and administer Financial Accounting practices (BAS/LOGIS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional Financial Administration Services. Tax (payment to SARS, calculation of Tax payable etc). Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Sehola: Tel No: 051 408 1180</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Mr M.J Mokgampanyane</td>
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<tr>
<th>POST 13/125</th>
<th>STATE ACCOUNTING CLERK: (REF NO: H/S/6)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R152 862 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Expenditure Management Sub-directorate – Corporate Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Recommendations: None</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The implementation of records management processes through the following: the filling of documents for the department/ component to ensure easy access to and safekeeping of documents. The registration of incoming and outgoing mail to ensure that record of all items is kept. Operate and oversee the usage of the facsimile/photocopy machine to ensure the prompt receipt/copying and dispatching of documents.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Letube: Tel No: 051 408 1799</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Mr M.J Mokgampanyane</td>
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<tr>
<th>POST 13/126</th>
<th>ORTHOPAEDIC &amp; PROSTHETICS TECHNICAL ASSISTANT: (REF NO: H/O/1)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R148 221 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Orthotics &amp; Prosthetics Centre Bloemfontein</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (or equivalent) certification. Certificate of training. Registration with HPCSA Recommendations: Knowledge of leather work material, equipment and techniques</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr K.R Moatlhodi, Tel No: 051 432 2018</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Send To: Admin Officer Human Resource, Private Bag X20581, Block P, Pelonomi Hospital Bloemfontein 9300 or hand deliver @ Medical Orthotics &amp; Prosthetics Centre Block P Pelonomi Hospital Dr Belcher Road Bloemfontein 9300</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Me M Hiopho</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>POST 13/127</th>
<th>MEDICAL TECHNOLOGY ASSISTANT GR 1: REF NO: H/M/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R148 221 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pelonomi Tertiary Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate qualification or prescribed in service training (with duration of less than two years), that Allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the Relevant profession. Registration with the HPCSA in the relevant profession where applicable. Recommendations: not applicable</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Set service standard within frame work of the law to ensure quality care and customer satisfaction. To ensure personnel development by providing them with all necessary information and training. To maintain an open</td>
</tr>
</tbody>
</table>
communication with personnel and all customers. Quality control of ECG machines. Bookings of patients and handling telephone enquiries. Ensure that ECG request are attended to immediately and results are available immediately. Ordering of section consumables.

ENQUIRIES : Me T Khakhane: Tel No: 051 405 1748
APPLICATIONS : Send To: Pelonomi Tertiary Hospital Private Bag X20581 Bloemfontein 9300.
FOR ATTENTION : Me FM Letlhoo

POST 13/128 : NURSING ASSISTANT: (REF NO: H/N/2)

SALARY : R116 625 per annum
CENTRE : Dr J.S Moroka District Hospital
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assist).Experience the level of appointment is subjected to your proof of appointment. Recommendations: Good communication and interpersonal relation skills. Ability to work under pressure.
DUTIES : Provide quality elementary nursing care services under the supervision of a Professional Nurse. Work as part of the multi-disciplinary team to ensure good nursing care.
ENQUIRIES : Me Moroka M.M: Tel No: 051 873 9800
APPLICATIONS : send to The Chief Executive Officer Dr J.S Moroka District Hospital Private Bag X 707, Selosesha 9783
FOR ATTENTION : Mr Molokoane

POST 13/129 : TRADESMAN AID: (REF NO: H/T/1)

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Must be able to read and write Recommendations: None.
DUTIES : Assist handyman with maintenance such as inspection on all clinics equipment, repairs on equipment and workshop machinery, daily inspection, do maintenance on own accord under supervision and complete timesheet of work done, responsible for tools, equipment and materials in order to ensure safe and neat working environment.
ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : Send To: The District Manager, Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Ms A Brits

POST 13/130 : CLEANER: (REF NO: H/C/2)

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills Recommendations: None.
DUTIES : To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge.
ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : Send To: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Mr RD Makgokolo

POST 13/131 : CLEANER: (REF NO: H/C/3)

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills Recommendations: None
DUTIES : To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge.
ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : send to: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Mr RD Makgokolo
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER

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

CLOSING DATE: 13 April 2018

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 13/132: CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: 002811
Chief Directorate: Development Planning

SALARY: R1 127 334 (All-inclusive remuneration package)

CENTRE: Johannesburg

REQUIREMENTS: A Post Graduate Degree in Built Environment with specialisation in one or more of the following fields: Development Planning, Town and Regional Planning, Architecture, Quantity Surveying and a management course. At least 10 years’ experience in the public-sector environment and in managerial position. Strategic capability, planning, policy development and analysis, information management, and research skills are a requirement. The candidate must be computer literate, client centric with good people and stakeholder management skills. A strong policy background, land use management, spatial planning, GIS, integrated planning, knowledge in policy analysis and interpretation. Strong coordination, problem solving and negotiating skills; Knowledge of financial management, project management and service delivery innovation. Excellent analytical and report writing skills. Registration as a professional planner with SACPLAN is a requirement. A valid driver’s licence.

DUTIES: Development and implementation of development/spatial planning and urban management policies throughout the Gauteng City Region. Specifically drive the implementation of the Gauteng Spatial Development Framework and support municipalities in the implementation of municipal spatial development frameworks. Ensure alignment of the spatial plans and frameworks in the city region. Support Gauteng municipalities and the province in the implementation of SPLUMA and ensure a single land use management system in Gauteng. Management of research on spatial, economic, land use, development planning, infrastructure and social matters. Drive engagements with key
stakeholders in the city region on urban development and spatial planning matters. Ensure integrated planning and provide advice to stakeholders including local and national government. Participate and provide strategic direction to IDP processes. Manage the Spatial Unit and its resources, including GIS, land use management and legislation, integrated and spatial planning functions. Ensure compliance with all relevant legislative, statutory and regulatory frameworks.

ENQUIRES : Ms Gugulethu Mdhluli Tel: (011) 298 5651

OTHER POSTS

POST 13/133 : DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: 002627
Directorate: Stakeholder Management

SALARY : R657 558 – 774 576 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : 3–4-year degree in International Relations/Political Science/Public Administration/ Development Cooperation/International Political Economy/Diplomatic Studies/Developmental studies, a background in Economics would be an added advantage. 4-5 years’ experience in a Junior Management position in International Relations in the Public sector. The candidate should have a good understanding of government priorities, knowledge of the South African political landscape and the socio-economic environment. He/she must possess a good understanding of South Africa’s foreign policy and diplomacy management and processes including the role of provinces in this regard. The successful candidate must possess monitory and evaluation or project management, strong communication, strategic and supervisory skills. In addition, research, policy analysis, report writing skills and stakeholder management. A valid driver’s licence. Ability to work in a highly-pressured environment and function with professional integrity and ethical conduct.

DUTIES : Conduct international relations support through research, provide policy analysis and support on matters related to International Relations including the development of briefing notes including annual provincial International Relations programmes, the review, development and implementation of the international relations strategy and diplomacy management and coordination. Facilitate the coordination and monitoring of international relations activities to complement the achievement of relevant socio economic outcomes in line with the Executive Council approved strategies. Provide technical, administrative support and direction in the planning and execution of the functions pertaining to International Relations to the Executive Council and Gauteng Provincial Government Departments. Monitor the implementation of international agreements, evaluate their effectiveness and prepare memoranda to inform the Executive Council in this regard. Develop and follow up on policies and strategies, monitoring and producing reports. This includes planning and management of relevant resources including projects and budget in the sub-directorate.

ENQUIRIES : Ms Gugulethu Mdhluli Tel: (011) 298 5651

POST 13/134 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 002333
Directorate: Transversal HR

SALARY : R417 552 – R491 847 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3–4-year Degree in Social Work or Psychology or related field. Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Minimum of 3 years’ relevant experience in: an Employee Health and Wellness environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Registration with the relevant professional body e.g. SACSSP or HPCSA and a valid driver’s license are compulsory. Personal Profile: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.
DUTIES: Ensure coordination, monitoring and evaluation of the EHWP in the GPG. Communication and marketing of EHWP priorities. Advise on EHWP implementation in the GPG Departments in line with the DPSA framework and policies. Coordinate GPG EHWP forums. Manage Projects. Data analysis and advisory on Health and Wellness risk trends in GPG. Develop programmes in line with the DPSA framework as part of departmental institutional support and development.

ENQUIRIES: Mr Tshepo Rasego, Tel: (011) 298 5696/5661

POST 13/135: ASSISTANT DIRECTOR: BRANDING REF NO: 002810
Directorate: Branding and Marketing

SALARY: R334 545 – 404 121 per annum
CENTRE: Johannesburg
REQUIREMENTS: National Diploma/degree in Marketing and Brand Management, 2 years’ experience in Marketing and brand management.

DUTIES: Development of strategy, policy and proposals for the Gauteng Provincial government, supporting brands and agencies. Develop creative strategies for GPG campaigns, copywriting for adverts, digital marketing, TV, radio, print and outdoor advertising. Facilitate the implementation of campaigns across various communication platforms and measure the impact of marketing efforts. Manage brand products and ensure brand visibility at every touch point, manage branding material at various events. Manage the GPG corporate identity, ensure the CI is applied consistently and correctly across GPG departments partners and agencies. Ensure that online materials are clear, compelling and up to date with the branding strategy. Manage all brand assets, brand logotype, brand colours.

ENQUIRIES: Ms Gugulethu Mdhluli Tel: (011) 298 5651

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

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

CLOSING DATE: 13 April 2018
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(s) copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 13/136: CHIEF DIRECTOR: NPO DEVELOPMENT AND SUPPORT: REF NO: SD/2018/04/01

SALARY: R1 127 334 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
CENTRE: Johannesburg Head Office
REQUIREMENTS: A Bachelor’s Degree in Community Development or Social Work or Development Studies or equivalent qualification NQF level 7 as recognised by the South African Qualification Authority. Five years’ experience in senior management, a minimum five years senior management experience in the

**DUTIES**: Strategic Coordination of the Community Development & Research - lead the resourcing, programming and social mobilization aimed to break the cycle of inherited poverty by increasing access to community development, sustainable livelihood and poverty reduction programmes. NPO Financing, Capacity Building & Monitoring – lead the resourcing and programming for the NPO Financing, Capacity Building, Monitoring and Evaluation, including the effective and efficient management of the NPO Budget administration processes.

**ENQUIRIES**: Mr DP Sambo, Tel No: (011) 355 7701

**FOR ATTENTION**: Mr DP Sambo

**NOTE**: Successful candidates will be subjected to security clearance as well as competency assessment.

**OTHER POSTS**

**POST 13/137**: CHIEF ENGINEER: Mechanical: REF NO: SD/2018/04/02

**SALARY**: R935 172 - R1 773 930 per annum (within the OSD Framework)

**CENTRE**: Johannesburg Head Office


**DUTIES**: Manage mechanical engineering functional and technical norms and standards in terms of all projects by complying with legal, safety and health requirements. Develop mechanical Engineering policies, procedures and criteria of all infrastructure programmes and projects and prepare commissioning plans from an engineering perspective. Provide infrastructure planning for projects initiation reports, inputs to all As Built Plans and assist with Technical Condition Assessments from engineering perspective. Manage PSPs and Contractors appointed for NPO facilities. Review infrastructure programme and project evaluation and participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Monitor, engage and interact with relevant continuous professional development activities and Bodies/Councils.

**ENQUIRIES**: Ms E Choshi Tel: (011) 355 7700

**FOR ATTENTION**: Ms E Choshi

**POST 13/138**: CHIEF ARCHITECT: REF NO: SD/2018/04/03

**SALARY**: R805 806 - R1 505 937 per annum (within the OSD Framework)

**CENTRE**: Johannesburg Head Office


**DUTIES**: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the
Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Ms S Moloi Tel: (011) 227 0062
FOR ATTENTION : Ms S Moloi
ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF SPORT AND RECREATION

This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representivity (race, gender and disability) in all occupational categories. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and women are especially encouraged to apply.

APPLICATIONS: Forward your applications: Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville: application vacancies box.

FOR ATTENTION: Mrs. T.N Shongwe

CLOSING DATE: 13 April 2018

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public service Department or the website www.dpsa.gov.za/documents/forms/employ.pdf) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including Senior Certificate, driver’s license (where it is required), certified copy of ID document together with comprehensive curriculum vitae (detail managerial experience including year, month and day). Onus is on the candidate to obtain and submit their Foreign Qualification(s) for verification with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications. NB: Certification date must not be older than 3 months. 3 References. Faxed or emailed applications will not be considered.

Candidates should not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant Post Reference number and the name of the publication in which they saw the advertisement. Preferred candidates will be subjected to competency/technical assessment and will have to disclose her/his financial interests. It is anticipated that a large volume of applications will be received; it is not possible for the Department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome. Applicants, who do not comply with the instructions indicated above, will be disqualified. NB: (these posts have been advertised previously. Candidates who applied previously must re-apply)

MANAGEMENT ECHELON

POST 13/139: CHIEF DIRECTOR: CORPORATE MANAGEMENT SUPPORT SERVICES

REF NO: DSR42/2018

SALARY: R1 127 334 per annum (All Inclusive Package) –Level: 14

CENTRE: Head Office: Pietermaritzburg

REQUIREMENTS: An appropriate Degree or NQF Level 7 as recognised by South African Qualifications Authority. A post Graduate qualification and/or completed articles will be an added advantage. A minimum of five (5) Years, Senior Management Level. Valid code 8 driver’s license. Computer literacy. Willingness to work under pressure and beyond normal hours/weekends. Preferred candidates will be subjected to competency tests. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, National and Provincial strategies, Computer operation / office automation, Management reporting, Code of conduct, Batho Pele Principles, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental Policies, Procurement/SCM Procedures, Sport and Recreation policies, Provincial Objectives and Various Municipalities Objects. Behavioral/Essential Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management Human Resource Management, Change Management, Knowledge Management, Services Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. Skills: Numeracy,
DUTIES:
Facilitate the development, management and review implementation of department-wide administration support services. Facilitate the development, management and review implementation of department-wide human resources support services. Facilitate the development, management and review implementation of department-wide legal support services. Facilitate the development, management and review implementation of department-wide communications management support services. Manage the rendering and management of the implementation of security support services in the department. Manage the effective and efficient utilization of resources.

ENQUIRIES:
Mr NP Chonco – (033) 897 9450

POST 13/140:
DIRECTOR: STRATEGIC PROJECTS & HIGH PERFORMANCE SPORT
REF NO: DSR43/2018

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

CENTRE:
Head Office: Pietermaritzburg

REQUIREMENTS:

DUTIES:
Manage the coordination and implementation of strategic projects. Manage and coordinate sport and recreation special projects. Manage the coordination and implementation of higher performance sport support services. Manage the efficient and effective utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.

ENQUIRIES:
Mr. V. Balram (033) 897 9480

POST 13/141:
DIRECTOR: COMMUNITY SPORT PROMOTION AND DEVELOPMENT
REF NO: DSR44/2018

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

CENTRE:
Head Office: Pietermaritzburg

REQUIREMENTS:
An Appropriate Three-year degree. 3-5 years middle management experience. Competencies Required: Knowledge: Public Service Act and Regulations; PFMA; National and Provincial strategies; Computer operation / office automation; Management reporting; Departmental objectives; Departmental business processes; Service Delivery and Service Level Agreements; Departmental Policies; Procurement/SCM Procedures; Sport and Recreation policies; Provincial Objectives and Various Municipalities Objectives. Behavioral/Essential Competencies: Strategic Capability and leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Services Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity. Skills: Numeracy, Literacy, operating equipment, Basic Language skill; Project management Financial management; Diplomacy; Strategic planning; Driving; Policy Development.
**DUTIES**: Manage the provision of community participation support services; Manage the provision of community sport talent identification campaigns; Manage the implementation of the sport and recreation transformation policy through provision of stakeholder management services; Manage the provision of strategic direction in the delivery of community sport promotion and development; Manage effective and efficient utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.

**ENQUIRIES**: Mr. V Balram – (033) 8979480

**POST 13/142**: DIRECTOR: LEGAL SUPPORT SERVICES REF NO: DSR45/2018

**SALARY**: R948 174 per annum (All Inclusive Package) – Level 13

**CENTRE**: Head Office: Pietermaritzburg


**DUTIES**: Manage the development and provision of department-wide legal support services. Manage the development and provision of department-wide legal opinions support services. Manage the development and provision of department-wide legal draft or edit support services. Manage the effective and efficient and utilize resources.

**ENQUIRIES**: Mr NP Chonco (033) 897 9450

**OTHER POSTS**

**POST 13/143**: DEPUTY DIRECTOR: DISTRICT OPERATIONS MANAGERS (X 9)
District Centre’s Of Delivery

**SALARY**: R779 295 per annum (All Inclusive Package) - Level 12

**CENTRE**: Zululand: Ref No: DSR46/2018
Umkhanyakude: Ref No: DSR47/2018
King Cetshwayo: Ref No: DSR48/2018
Umgungundlovu: Ref No: DSR49/2018
Harry Gwala: Ref No: DSR50/2018
Uthukela: Ref No: DSR51/2018
Amajuba: Ref No: DSR52/2018
Ugu: Ref No: DSR53/2018
Umzinyathi: Ref No: DSR54/2018

**REQUIREMENTS**: An appropriate 3 Year National Diploma/Degree in Sport/Recreation Management or equivalent qualification. 3-5 years junior managerial experience. Competencies Required: Knowledge: Computer operation / office automation Provincial Strategies, Management Reporting, Departmental Objectives /Strategic Plan, Departmental Business Processes, Service Delivery and Service Level Agreements, Departmental Policies / Government Policies & Regulations, Procurement/SCM Procedures, Sport and Recreation Policies, Public Service Act and Regulations, PFMA, PPPLA, BBBEE, Practice and Instruction Notes, Project Management. Skills: Communication (verbal and written), ability to multi-task, good organizing abilities, ability to work independently, problem solving, tact and diplomacy, facilitation, policy analysis and development, financial management, motivational, negotiation, computer
(info extraction, presentation and data capturing), conflict management, strategy management and policy formulation, labour relations, human resource management, good inter-personal relations and report writing.

**DUTIES**
- Manage the provision of sport promotion and development in the district centre of delivery. Manage the provision of recreation promotion and development in the district centre of delivery. Develop policies and strategies aimed at improving service delivery in the district. Coordinate all district events and projects. Coordinate the alignment of Sukumasakhe with Departmental programmes. Manage the effective and efficient utilization of resources.

**ENQUIRIES**
- Mr V Balram- (033) 8979480

**POST 13/144**
- **SUPPLY CHAIN OFFICER: LOGISTIC AND DISPOSAL**
  - REF NO: DSR55/2018
  - **SALARY**: R226 611 per annum – Level 07
  - **CENTRE**: Head Office: Pietermaritzburg
  - **REQUIREMENTS**: Grade 12 plus relevant Diploma/ Degree. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental Policies, objectives and business processes, management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing and financial management.
  - **DUTIES**: Undertake verification of assets. Oversee all domestic service contracts. Implement and maintain loss control policies and systems. Identify asset to be disposed. Assist with the development of subordinate staff.
  - **ENQUIRIES**: Mr MN Ngubane (033) 8979400

**POST 13/145**
- **STATE ACCOUNTANT**
  - REF NO: DSR56/2018
  - **SALARY**: R226 611 per annum – Level 07
  - **CENTRE**: Head Office: Pietermaritzburg
  - **DUTIES**: Undertake expenditure management and control. Monitor monthly expenditure (Variance against the budget allocation. Analyze and clear suspense accounts. Maintain all interfaces (PERSAL, Transport etc.) Undertake revenue collection. Compile expenditure reports for presentation to the Portfolio committee.
  - **ENQUIRIES**: Mrs. S Chendriah - (031) 2421717

**POST 13/146**
- **PERSONAL ASSISTANTS (X 8)**
  - **SALARY**: R226 611 per annum – Level: 07
  - **CENTRE**: Head Office: Pietermaritzburg
  - **REQUIREMENTS**: Grade 12 plus Secretariat Diploma. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA Departmental policies, objectives and business processes, Management reporting, SCM Procedures Human Resource Management.
Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing, financial management.

**DUTIES**: Provide administrative support services to the manager/general manager. Provide support to the manager regarding meetings. Provides a secretarial/receptionist support service to the manager/general manager. Support the manager/general manager regarding meetings. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES**: Mrs. TN Shongwe – (031) 2421708

**POST 13/147**: SUPPLY CHAIN OFFICER: LOGISTIC AND DISPOSAL REF NO: DSR65/2018

**SALARY**: R226 611 per annum - Level: 07

**CENTRE**: Head Office: Pietermaritzburg

**REQUIREMENTS**: Grade 12 plus relevant 3 Year Diploma/Degree. 3 – 5 years in the Public Service. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental Policies, objectives and business processes, management reporting, SC M Procedures and policies, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing and financial management.

**DUTIES**: Undertake verification of assets. Oversee all domestic service contracts. Implement and maintain loss control policies and systems. Identify asset to be disposed. Assist with the development of subordinate staff.

**ENQUIRIES**: Mr. MN Ngubane (033) 8979400

**POST 13/148**: 2 X SUPPLY CHAIN ADMIN CLERK: DEMAND REF NO: DSR66/2018

**SALARY**: R152 862 per annum –Level 05

**CENTRE**: Head Office: Pietermaritzburg

**REQUIREMENTS**: Grade 12. 1-2 years’ experience in the field of SCM. Relevant Degree or 3 Year Diploma will be an added advantage. Competencies Required: Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), ability to multi-task, ability to work independently, problem solving, tact and diplomacy, project management, policy analysis and development, motivational, negotiation, conflict management, strategy management and policy formulation, labour relations, programme management, report writing, financial management.

**DUTIES**: Assist in the preparation of the departmental procurement plan. Update supplier information on the supplier database. Capture supplier performance information on the supplier database. Update the register of the projects and requisitions. Assist with the tender and quotation processes.

**ENQUIRIES**: Ms. KZ Kunene – (033) 8979400

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ANNEXURE S

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Mpumalanga Department of Health invites suitably qualified applicants to apply for the posts as indicated below, provided that they meet the appointment requirements before the

APPLICATIONS: The Head of Department OR Hand delivered to: Provincial Office No 3 Government Boulevard Department of Health Riverside Mbombela Private Bag X 11285 1200 Mbombela, 1200

FOR ATTENTION: Ms. D P Khoza

CLOSING DATE: 13 April 2018 (at 14h00 sharp) all applications received after the closing date and time will not be entertained.

NOTE: The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. NB: (People with disabilities are requested to apply and indicate such in their application forms) Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please Note: One Application Form Per Post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served.

OTHER POSTS

POST 13/149: MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MARCH/18/01

SALARY: R842 028 – 920 703 per.annum. [OSD requirements depending on years of experience] plus rural allowance

CENTRE: Bongani TB Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years’ experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.


ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

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POST 13/150  :  DEPUTY DIRECTOR: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/MARCH/18/08

SALARY  :  R769 026 – 853 503 50 per annum [OSD requirements depending on years of experience]

CENTRE REQUIREMENTS  :  Provincial Office – Nelspruit

REQUIREMENTS  :  A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional Body of South Africa. At least three (3) to five (5) years’ experience in Management Services preferably in vaccine preventable diseases control health related field. An honours or master’s degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of vaccine preventable diseases in keeping with the global targets for control, elimination and eradicated of EPI targeted conditions and the established disease control strategies. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on EPI disease control strategies with the focus on surveillance of vaccine preventable diseases and delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver’s license. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES  :  Develop, implement, monitor and evaluate policy guidelines for and control of vaccine preventable diseases and surveillance. Facilitate the implementation of the improvement plan for vaccine and cold chain management with the focus on the delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Develop protocols and standard operating procedures (SOPs) for epidemic – prone vaccine preventable disease. Coordinate the control of vaccine preventable disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of vaccine preventable childhood diseases. Provide accurate information to Senior Managers and other stakeholders for evidence – based decision- making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme

ENQUIRIES  :  Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

NOTE  :  Short listed candidates will need to undergo a competency assessment.

POST 13/151  :  MEDICAL OFFICER GRADE 1 (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/MARCH/18/02

SALARY  :  R736 425 – 793 341 per annum. [OSD requirements depending on years of experience]

CENTRE REQUIREMENTS  :  Witbank Hospital

REQUIREMENTS  :  MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES  :  Rendering of actual clinical. Patient-related services which includes: Assessment of patients. Management of patients, including admission and discharging. Operation of patients which include (a) caesarean section, (b) ectopic pregnancy, (c) elective hysterectomies. Running of high risk clinic.
Presentation of cases, writing of reports. Supervision & teaching of juniors. Receiving of patients from district and regional hospitals.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/152: MEDICAL OFFICER GRADE 1 (PAEDIATRICS) REF NO: MPDOH/MARCH/18/03

SALARY: R736 425 – 793 341 per annum [OSD requirements depending on years of experience]

CENTRE: Witbank Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Rendering of actual clinical. Patient-related services which includes: Assessment of patients. Management of patients, which includes admissions and discharging. Running of High Risk Clinic. Presentation of cases and writing reports. Supervision and teaching of juniors and university students. Management of new-borns including premature babies and children in an intensive care unit.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/153: MEDICAL OFFICER GRADE 1 (GENERAL SURGERY) REF NO: MPDOH/MARCH/18/04

SALARY: R736 425 – 793 341 per annum. [OSD requirements depending on years of experience]

CENTRE: Witbank Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorraphy, Lumpectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/154: MEDICAL OFFICER GRADE 1 (PSYCHIATRIC) REF NO: MPDOH/MARCH/18/05

SALARY: R736 425 – 793 341 per annum. [OSD requirements depending on years of experience]

CENTRE: Witbank Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Rendering of actual clinical, patient-related services, which includes: Assessing of patients, management which includes admission and discharge. Management of high risk psychiatric patients. Management of patients admitted in a seclusion area. Supervision and teaching of juniors. Receiving of referrals for district hospitals. Difficult psychiatric cases that cannot be contained in district / regional hospitals.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/155: MEDICAL OFFICER GRADE 1 (NEURO-SURGERY) REF NO: MPDOH/MARCH/18/06

SALARY: R736 425 – 793 341 per annum. [OSD requirements depending on years of experience]
CENTRE: Witbank Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Rendering of actual clinical, patient-related services which include: Assessment of patients. Management of patients, which include admissions and discharging. Running a Neuro-surgery clinic. Management of trauma cases involving the brain and spine. Supervision and teaching of juniors, conducting of operations including: (a) Craniotomy, (b) Spine (c) Congenital anomalies (receiving of referrals from 1 hospital (11 Hospitals)

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/156: MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MARCH/18/07

SALARY: R736 425 – 793 341 per annum. [OSD requirements depending on years of experience] plus rural allowance

CENTRE: KwaMhlanga Hospital

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Reporting to the Medical Manager, the incumbent will be responsible for the following: Provide inpatients and outpatient services, Train junior Doctors, medical procedures and perform duties related to maternity, wards, theatre and clinics. Render an essential health service to the community. Manage common emergencies be prepared to work commuted overtime

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/157: DEPUTY DIRECTOR: PMDS REF NO: MPDOH/MARCH/18/09

SALARY: R657 558 per annum. (Level 11) plus benefits

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Diploma / Degree in Human Resource Management or Public Administration or relevant qualification, with minimum of seven (7) years’ experience in the administration of performance management. At least two (2) years involvement at Assistant Director Level. Knowledge of Performance Management. Good working knowledge of PERSAL and all functions relating to PMDS. Driver’s License and willingness to travel. Good working knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines.

DUTIES: The successful candidate will ensure the management of the administration of the performance management system in the Department. Develop and implement policies related to Performance Management and Development System (PMDS).Ensure compliance to policies and regulations on the implementation of Performance Management and Development System. Monitor the compliance of the performance management system and provide reports on the PMDS. Conduct training sessions on PMDS. Provide technical support to the employees, managers, Senior Management Service (SMS) and Review Committees. Ensure payment of performance bonus awards, notch Progression for Non-OSD and OSD employees and additional salary notches. Manage and maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for SMS and Non-SMS members at all levels.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

NOTE: Short listed candidates will need to undergo a competency assessment.

POST 13/158: PHARMACIST GRADE 1 REF NO: MPDOH/MARCH/18/10

SALARY: R615 945 – R653 742 per annum. [OSD requirements depending on years of experience]

CENTRE: Evander Hospital
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with the current Pharmaceutical and related legislation. Appropriate experience gained after registration. CORE competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.


ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/159: OPERATIONAL MANAGER: CHC (3 POSTS) REF NO: MPDOH/MARCH/18/11

SALARY: R499 953 – R562 698 per.annum. [OSD requirements depending on years of experience]

CENTRE: Ntunda CHC; Strydom Block Clinic; Kinross Clinic

REQUIREMENTS: Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of nine (9) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing, at least five (5) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality.

DUTIES: Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Supervision and performance evaluation of junior staff members. Implement systems and appropriate measures to ensure quality patient care. Supervise and evaluate the treatment of common and minor conditions. Apply the principles of PHC in service rendering, for the maintenance of professional excellence.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/160: OPERATIONAL MANAGER SPECIALITY (NIGHT SUPERVISOR) REF NO: MPDOH/MARCH/18/12

SALARY: R499 953 – R562 698 per.annum. (PN-B3) [OSD requirements depending on years of experience]

CENTRE: Witbank Hospital

REQUIREMENTS: Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of nine (9) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing, at least five (5) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/161: ASSISTANT MANAGER: MENTAL HEALTH REF NO: MPDOH/MARCH/18/14

SALARY: R499 953 – R579 579 per.annum. (OSD requirements depending on years of experience)

CENTRE: Gert Sibande District
**REQUIREMENTS**

A three year Bachelor’s Degree or Diploma in Nursing or equivalent qualification and registration with the professional body as a Mental Health Practitioner. Current Registration with a relevant registering body (SANC). Five years’ experience in the co-ordination of mental health services or as an operational manager of a mental health unit. Knowledge of the Mental Health Care Act and other relevant Public Administration policies. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, programme development, monitoring and evaluation. The individual must be able to work under pressure. A valid code 8/10 drivers’ license. Competencies: understanding mental health related policies. Strategic leadership qualities. Good verbal and written communication and people skills.

**DUTIES**

To develop policies relevant to the Mental Health Programme. Provide strategic leadership in all the component of mental health. Develop a strategy that will ensure the successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in Mental Health. Develop a district plan for the establishment of community based mental health services. Develop district strategies that address substance abuse prevention, treatment and rehabilitation. Monitor and evaluate implementation and report accordingly.

**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

**POST 13/162**

**ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH – GRADE 1 (MALARIA PROGRAMME)** REF NO: MPDOH/MARCH/18/13

**SALARY**

R459 558 – R510 042 per annum. (OSD requirements depending on years of experience)

**CENTRE**

Nkomazi Sub – District

**REQUIREMENTS**

Diploma / Degree in Environmental Health or equivalent qualification plus 6 years relevant experience. Computer literacy. Driver’s License. A proof of registration certificate with the Health Professionals Councils of South Africa (HPCSA) as an Environmental Health Practitioner. A valid driver’s license. At least 5 years’ experience in a Malaria Control Programme. Knowledge regarding vector control and elimination strategies. Understanding of departmental policies. Knowledge of PFMA, PPPFA, Good interpersonal relationship, management expertise ability to lead, organize, control and motivate staff. Must prepare to work under pressure and awkward time.

**DUTIES**


**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

**POST 13/163**

**PROFESSIONAL NURSE (SPECIALITY NURSING) – PN B2** REF NO: MPDOH/MARCH/18/17

**SALARY**

R418 701– 514 962 per annum. (OSD requirements depending on years of experience)

**CENTRE**

Witbank Hospital

**REQUIREMENTS**

Basic R425 qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre. Candidates should also be registered with SANC with both these qualifications indicated. A minimum of 10 years appropriate/recognisable experience as a professional nurse after registration with SANC in General Nursing. Experience in Theatre Nursing. Good interpersonal relations.

**DUTIES**

Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section.

**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
POST 13/164 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/MARCH/18/20

SALARY : R417 552 per.annum. [Level 10] plus benefits
CENTRE : Gert Sibande District
REQUIREMENTS : A diploma / degree in Labour Relations with (five) 5 years relevant experience. Knowledge and skills in Public Service legislation in the areas of employment relations, PSA, LRA, EEA, BCEA and stakeholder management. Ability to interpret the government prescripts.
DUTIES : Implement the disciplinary and dispute resolution process in the Department which includes Grievance investigation, Misconduct investigation, and represent Department at Provincial, Bargaining Chamber and Conduct Disciplinary hearing, render advisory service to management and employees as well as compilation of monthly reports.
ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/165 : CHIEF RADIOGRAPHER - GRADE 1 REF NO: MPDOH/MARCH/18/15

SALARY : R414 069 – R459 558 per.annum. (OSD requirements depending on years of experience)
CENTRE : Middelburg Hospital
DUTIES : Responsible for performing general and specialized radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.
ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/166 : OPERATIONAL MANAGER: WELLNESS CLINIC (GENERAL) (2 POSTS) REF NO: MPDOH/MARCH/18/16

SALARY : R394 665 – R444 195 per.annum. ((OSD requirements depending on years of experience)
CENTRE : Carolina Hospital
REQUIREMENTS : Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing.
DUTIES : Knowledge and understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize Own work and that of support personnel to ensure proper nursing care.
ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
POST 13/167  : LECTURER (PN-D1) (4 POSTS) REF NO: MPDOH/MARCH/18/18

SALARY  : R340 431 – R394 665 per annum. (OSD requirements depending on years of experience)

CENTRE  : Mpumalanga College of Nursing
          Middelburg Hospital
          Embhuleni Hospital
          Bethal Hospital

REQUIREMENTS  : Basic R245 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver’s license code 8 (EB).

DUTIES  : Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical Care. Support the mission and promote the image of the college. Implement assessment strategies to determine learners’ competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical. Manage learners record. Be responsible for clinical accompaniment, counselling and support of learners.

ENQUIRIES  : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/168  : LECTURER (PN-D1): PRIMARY HEALTH CARE REF NO: MPDOH/MARCH/18/19

SALARY  : R340 431 – R394 665 per annum. (OSD requirements depending on years of experience)

CENTRE  : Mpumalanga College of Nursing

REQUIREMENTS  : Basic R245 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver’s license code 8 (EB).

DUTIES  : Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical area. Support the mission and promote the image of the college. Implement assessment strategies to determine learners’ competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical. Manage learners record. Be responsible for clinical accompaniment, counselling and support of learners.

ENQUIRIES  : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/169  : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/MARCH/18/21

SALARY  : R334 545 per annum. (Level 9) plus benefits

CENTRE  : Mapulaneng Hospital

REQUIREMENTS  : A diploma / degree in Labour Relations with (five) 5 years relevant experience. Knowledge and skills in Public Service legislation in the areas of employment relations, PSA, LRA, EEA, BCEA and stakeholder management. Ability to interpret the government prescripts.

DUTIES  : Implement the disciplinary and dispute resolution process in the Department which includes Grievance investigation, Misconduct investigation, and represent Department at Provincial, Bargaining Chamber and Conduct Disciplinary hearing, render advisory service to management and employees as well as compilation of monthly reports.

ENQUIRIES  : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/170  : SENIOR ADMINISTRATIVE OFFICER: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/MARCH/18/22

SALARY  : R281 418 per annum. (Level 8) plus benefits.

CENTRE  : Provincial Office, Nelspruit
**REQUIREMENTS**

Grade 12 with minimum 6 years’ experience or B A Degree in Public Management plus three (3) years’ experience. Knowledge in BAS and Logis system, PFMA and policies related to financial management. Extensive knowledge on Procurement/Supply chain management with experience in office administration processes is recommended. The following skills are essential: Computer literacy, preferably in Microsoft Office and Excel including graphics/calculations and formulas. Public Management and Administration will be an added advantage. Competencies: Knowledge - Understanding Immunisation related policies. Compilation of management reports - Budgeting process. Finance - Telephone etiquette - Planning and organising - Statistics - Typing. Personal attributes - Integrity and Honesty - Positive Nature - Hard working and committed - Responsible - Accurate with relevant documents.

**DUTIES**

Assist in the general administration of the SD: EPI Control Commitment Registers for the EPI Programme, taking into account requisitions, orders and checking payments, ensuring that there is no over or under expenditure. Complete procurement process for all activities for the EPI Programme. Assist with the financial planning with the Business Plan, setting up the various expenditure plans and the itemization of the Equitable Share for EPI. Provide and assist in producing monthly, quarterly, 6 months, 9 month and annual reports for EPI with emphasis on financial aspects to Management as requested timely and utilise financial resources within budget. Generate reports and graphs from DHIS data for the SD: EPI Programme.

**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

**POST 13/171**

MEDICAL ORTHOTIST AND PROSTHETIST (GRADE 1) REF NO.: MPDOH/MARCH/18/23

**SALARY**

R281 148 – 321 462 per annum. (OSD requirements depending on years of experience)

**CENTRE**

Ermelo Hospital

**REQUIREMENTS**

A Diploma / degree in Medical Prosthetics and Orthotics. Registration with HPCSA as Medical Orthotics and Prosthetics. Team building skills, knowledge on budgetary related matters, knowledge on procurement procedures, Public Finance Management. Problem solving and analysis, customer focus and orientation. A valid driver’s license is an inherent requirement: (Code EB).

**DUTIES**


**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

**POST 13/172**

CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/MARCH/18/24

**SALARY**

R226 611 per annum. (Level 7) plus benefits

**CENTRE**

Witbank Hospital

**REQUIREMENTS**

Grade 12 Certificate with minimum five (5) years’ experience or Diploma/ Degree in Administration plus two (2) years’ experience in patient administration. Computer literacy. Driver’s License Knowledge of administration procedures relating to Patient Admin including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound knowledge of patient’s fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PAAB, PPPFM and UPFS.

**DUTIES**

Render supervision of administrative support on 24-hour shift system. Chief Administration Clerk must ensure that shift workers perform their duties according to the prescribed financial regulation. Manage cash flow. To ensure that the PAAP system is used correctly and if they make mistakes, this person must override the system to correct the mistake. Prepare 24 hour shift rosters. Control overtime, standby and Sunday time claims. Control porter and mortuary services. Control transportation of corpses. Assist with tender procedures for transportation of corpses. Handle patient administration. Handle enquiries relating to patients, porters and mortuary services. Proper keeping of records.
ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/173: CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: MPDOH/MARCH/18/25

SALARY: R226 611 per annum (Level 7) plus benefits

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 Certificate with minimum five (5) years’ experience or Diploma/Degree in Administration plus two (2) years’ experience in the post of provisioning, stores or in procurement. Knowledge of administrative procedures relating to procurement and provisioning services including norms and standards, planning and organizing. Reporting procedures and procurement directives and procedures. Knowledge and ability to operate computer. Good written and verbal communication skills. Knowledge and understanding of PFMA, PSR, PSA and other relevant prescripts. Good interpersonal relations and the ability to work independently and under pressure.

DUTIES: Adhere to regulations and legislation pertaining provisioning. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries. Provide guidance pertaining to procurement process.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/174: CHIEF ACCOUNTING CLERK: REVENUE REF NO: MPDOH/MARCH/18/26

SALARY: R226 611 per annum. (Level 7) plus benefits

CENTRE: Middelburg Hospital

REQUIREMENTS: Grade 12 Certificate with minimum five (5) years’ experience or Diploma/Degree in Administration plus two (2) years’ experience in revenue. Exposure in the field of salaries and tax will be an advantage. Good Computer skills, Numeracy, Accuracy and Public Service Finance. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and PERSAL Systems.


ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/175: ADMINISTRATIVE OFFICER: PATIENTS ADMINISTRATION REF NO: - MPDOH/MARCH/18/27

SALARY: R226 611 per annum. (Level 7) plus benefits

CENTRE: Middelburg Hospital

REQUIREMENTS: Grade 12 Certificate plus 05 years’ experience or Degree or Diploma in Administration with 2 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES: Capturing of patients records on PAAB system, filling of patients files, handling of funds if necessary. Handling of enquiries related to patients. Opening of new/existing of patient files and accounts on PAAB. Complete relevant information pertaining patient details. Determine the fee classification in terms of UPFS; verify classification by obtaining necessary information from patients.

ENQUIRIES: Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/176: FOOD SERVICE MANAGER (2 POSTS) REF NO: MPDOH/MARCH/18/28
(Re-advertised)

SALARY: R226 611 per annum. (Level 7) plus benefits

CENTRE: Sabie Hospital; Barberton TB Hospital
**REQUIREMENTS**

Diploma / Degree in Food Management or equivalent qualification. Knowledge of Food Service Management. Basic computer literacy. Good communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Valid driver's license.

**DUTIES**

Direct control of Supervisors and food production staff. Responsible for planning of menus and recipes for normal diets. Responsible for ordering from supplies, control the storage and issuing thereof. Give inputs into the planning, budget and control expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines/procedures. Responsible for planning, implementation and evaluation of food services staff.

**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

**POST 13/177**

PHARMACIST ASSISTANT – POST BASIC GRADE 1 REF NO: MPDOH/MARCH/18/29

**SALARY**

R183 381 – R206 574 per annum plus benefits

**CENTRE**

Mgobodzi Clinic

**REQUIREMENTS**

Grade 12 certificate plus or equivalent plus basic Pharmacist Assistant Course. Registration with the HPCSA as a Pharmacist Assistant. Very good reading and writing skills. Good interpersonal and reading skills.

**DUTIES**

Ensure proper and procurement of drugs and surgical items. Rational use of drug. Receive stock Transport stock to and from the storeroom to outlets Pre-packing of stock. Capture data on computer. Undergo training and work under direct supervision of pharmacist. Housekeeping issue storeroom stock. Ability to work under pressure.

**ENQUIRIES**

Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 13 April 2018

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

MANAGEMENT ECHELON

POST 13/178: DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWOOP/18/12/01

SALARY: R948 174 per annum. Level 13 (All inclusive package)

CENTRE: Mahikeng

REQUIREMENTS: Bachelor's degree in Financial Management/ Public Finance/ Accounting and/or equivalent qualification (NQF level and Credits); Extensive experience in Financial Management. 10 Years relevant experience in government budgeting of which 5 years must be at middle or senior management level. Exposure in budget process with extensive experience in the following: Knowledge of the Public Financial Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting. Computer literacy; numeracy and analytical skills. Ability to work under pressure with strict deadlines. Experience and knowledge in Basic Accounting Systems.

DUTIES: Render a Financial Management Advisory service to the Department by investigation, analyzing, Benchmarking and interpreting legislation, prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Ensure sound financial management. Handle external and internal audit reports. Respond to the AGSA and Internal Audit’s requests for information (RFI) and Communications of findings (COF). Provide financial intelligence and analysis service, determine trends and make recommendations in this regards. Ensure the development of the Medium Term Expenditure Framework, Estimate of Provincial Revenue and Expenditure, Adjustment Estimates of Provincial Revenue and Expenditure and In-Year Monitoring Report. Monitor expenditure of the Department. Provide strategic advice on budgetary matters to the different stakeholders. Provide inputs to strategic and annual performance plans. Provide inputs to policy formulation; Ensure good governance within the unit in line with the PFMA, National Treasury regulations, King Report and other related legislations. Supervision of resources.

ENQUIRIES: Ms. T. Mooketsi, Tel: 018 -388 4277
Applications: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

Closing Date: 16 April 2018

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

Other Posts

Post 13/179: Veterinary Technologist: Serology, Ref. No: AGR 2018-12

Salary: R281 418 per annum (Level 8)

Centre: Department of Agriculture, Western Cape Government

Requirements: A National Diploma in Veterinary Technology (upload copy of your qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver’s license. Recommendations: New graduates welcome to apply; Proven computer literacy. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.

Duties: Main duties will be diagnostic serology, registration, preparation and processing samples for analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory information management system (LIMS); Administration: maintenance of laboratory registers and statistics, procurement of laboratory requirements, stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

Enquiries: Dr T Anthony at (021) 887 0324

Post 13/180: Veterinary Technologist: Bacteriology, Ref No: AGR 2018-13

Salary: R281 418 per annum (Salary level 8)

Centre: Department of Agriculture, Western Cape Government

Requirements: A National Diploma in Veterinary Technology (upload copy of your qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver’s license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.

Duties: Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

Enquiries: Dr T Anthony at (021) 887 0324
<table>
<thead>
<tr>
<th>POST 13/181</th>
<th>VETERINARY TECHNOLOGIST: PARASITOLOGY, REF NO: AGR 2018-14</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R281 418 per annum (Level 8)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A National Diploma in Veterinary Technology (Include copy of your qualification, New graduates welcome to apply); Registration as a Veterinary Technologist with South Africa Veterinary Council (Please include a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driver’s license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic parasitology; Additional training courses in veterinary parasitology. Competencies: Knowledge in the following: Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the official languages of the Western Cape Province; Ability to work independently and in a team; Good professional conduct.</td>
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<tr>
<td>DUTIES</td>
<td>Responsible for performing all diagnostic tests within the scope of the parasitology section; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory information management system (LIMS); Maintenance of laboratory registers and statistics; Procurement of laboratory requirements and stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.</td>
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**ENQUIRIES**

Dr T Anthony at (021) 887 0324

**ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS**

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

**CLOSING DATE**

16 April 2018

**NOTE**

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

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 13/182</th>
<th>ENVIRONMENTAL OFFICER CONTROL GRADE A: BIODIVERSITY (12 MONTH CONTRACT POSITION), REF NO: EADP 2018-08</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A - R439 917 per annum (OSD as prescribed plus 37% in Lieu benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Environmental Affairs and Development Planning, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An appropriate 4-year Degree in Environmental, Natural or Earth Science; A minimum of 6 years’ relevant post-qualification experience; A valid driver's licence and willingness to travel within the Western Cape Province. Recommendations: None. Competencies: Knowledge of the following: Biodiversity and Environmental legislation, policies and regulations; Environmental Management particularly related to biodiversity; Appropriate technical skills in natural sciences, Conservation Management, Biodiversity Management and planning; Biodiversity, ecosystems and relevant legal and strategic frameworks; Excellent communication skills (written, verbal and presentation) in at least two of the official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint).</td>
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<tr>
<td>DUTIES</td>
<td>Assist in the development and implementation of relevant policies, legislation, strategies, action plans, guidelines, norms and standards; Provide support to other spheres of government, stakeholders and internal clients on biodiversity conservation and management related issues; Manage and implement biodiversity capacity building and advocacy in the Department, relevant government spheres, municipalities and with other stakeholders; Assist with oversight over Cape Nature through integrated monitoring and evaluation; Planning, arrangement and management of meetings and workshops;</td>
</tr>
</tbody>
</table>
Preparing and deliver biodiversity related presentations; Perform and manage administrative and related functions.

ENQUIRIES : Ms M Laros at (021) 483 5126

POST 13/183 : ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY MONITORING, REF NO: EADP 2018-10

SALARY : Grade A - R439 917 per annum (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : A relevant 4-year degree in the Environmental Management / Natural or Physical Sciences with a minimum of 6 years’ relevant post qualification experience; A valid driver’s licence (code B). Recommendations: Specialist and technical knowledge of integrated environmental management, including air quality management and monitoring; Working knowledge of environmental policy, legislation, guidelines, norms and standards; Working knowledge of Project Management; Working knowledge of Human Resource / Financial Management. Competencies: Experience and knowledge in the following: Environmental management, particularly as it relates to air quality management and monitoring; Application of environmental legislation / statutes / norms and standards, particularly related to air quality management; Human Resource Management / supervisory skills / personnel management; Financial Management requirements and relevant fiscal policies, regulations and legislation; Project Management and planning processes.
DUTIES : Development, implementation and administration of air quality management systems and policies (with regards to air quality management); Development and implementation of specific projects related to air quality management, specifically air quality monitoring, information management and capacity building; Management, operation and maintenance of an ambient air quality monitoring network, with respect to statutory obligations (NEMA and NEM: AQA); Project and business planning, human resource management / supervisory and financial management, including general office and administrative management.

ENQUIRIES : Dr J Leaner at (021) 483 2888

POST 13/184 : ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION, (12 MONTH CONTRACT POSITION), REF NO: EADP 2018-06

SALARY : R357 150 per annum (OSD as prescribed plus 37% in lieu of benefits).
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : 4-year LLB degree (with environmental law as a subject/post graduate diploma in environmental law) or an Honours degree in Natural, Physical or Environmental Sciences with a minimum of 3 years’ post qualification experience; A valid driver’s licence. Recommendations: EMI/Peace Officer Training. Competencies: Knowledge of the following: Environmental law specifically from a biodiversity perspective; Experience in environmental management with specific reference to indigenous vegetation in the Cape Winelands District Municipality; Experience in awareness raising exercise relating to biodiversity; Research and technical report writing; Law enforcement practices.
DUTIES : Conduct inspections and administrative investigations into complaints and referrals of non-compliance with environmental legislation; Draft accurate and legally sound warning letters, pre-compliance notices, pre-directives, compliance notices, directives, affidavits and other correspondence within workflow time-frames and ensuring proper file management of files; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within Region with a specific emphasis on the Cape Winelands District Municipality- reviewing relevant and recent case law involving biodiversity crimes to capture lessons learned; Develop case studies; Develop a model/tool for effective compliance monitoring and enforcement of cases with a significant impact on biodiversity.

ENQUIRIES : Dr E Palmer at (021) 483 3506

POST 13/185 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: EADP 2018-07

SALARY : R334 545 per annum (Level 9).
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
**REQUIREMENTS**

A relevant National Diploma with a minimum of 3 years’ relevant experience within a Demand and Contract Management environment. Recommendations: Bcom / Accounting / Demand and Contract Management / Supply Chain Management; Working knowledge of government legislation; Working knowledge of bids and reporting thereof; Supervisory skills; A valid driver’s licence. Competencies: Knowledge of the following: Reporting requirements; Demand and Contract Management as well as the bid committees; Supply Chain Management, regulations, notes, circulars policy frameworks and procedures; Public Finance Management Act; Preferential Procurement Policy Framework Act and its associated regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Excellent report writing skills.

**DUTIES**

Development of the procurement plan of the department; Bid management and bid committees; Contract and supplier management; Demand management; Contract administration; Reporting on Demand and Contract Management; Financial Management; Human Resource Management.

**ENQUIRIES**

Ms A Salkinder at (021) 483 2884

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**DEPARTMENT OF HEALTH**

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

**NOTE**

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

**ERRATUM:** Kindly note that the post of Communications Officer advertised in vacancy circular 12 dated 23 March 2018, applications has been changed, it read as “APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs”
well in a multidisciplinary team environment. Extensive experience in hospital-based child and adolescent psychiatry.

**DUTIES**
Provide specified clinical services Child and Adolescent Psychiatry Unit of Tygerberg Hospital as well as elsewhere within the provincial service platform when appropriate. Provide administrative support to the Head of the Unit and to the Head of the Department of Psychiatry where appropriate. Teach undergraduate and postgraduate students in the field of child and adolescent psychiatry. Perform appropriate clinical and operational research.

**ENQUIRIES**
Dr SM Hawkridge, Tel. No. (021)938-9116 or smh@sun.ac.za

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

**FOR ATTENTION**
Ms V Meyer

**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**
13 April 2018

**OTHER POSTS**

**POST 13/187**
ASSISTANT MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY, NEONATOLOGY AND PAEDIATRICS)
Chief Directorate: General Specialist and Emergency Services

**SALARY**
R546 315 (PN-B4) per annum

**CENTRE**
Paarl Hospital

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science/Child Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. 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. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

**DUTIES**
Coordinate, supervise and control nursing services under your control. Ensure the provision of optimal, holistic and specialised nursing care within the set standards of a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management.

**ENQUIRIES**
Mr S Bruiners, Tel. No. (021) 860-2522

**APPLICATIONS**
The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7620.
FOR ATTENTION: Mr RM Petersen
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 20 April 2018

POST 13/188
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY: R499 953 (PN-B3) per annum
CENTRE: Lutzville Community Clinic
 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. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and departmental policies. Knowledge of Human Resources, Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES: Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman-and Child Health and TB/HIV/AIDS/STI). Effectively manage support services which includes Information Management with regard to data collection, verification, report-writing and submission of data. Manage Human resources, i.e. supervise staff, development and performance management. Handle finance and supply chain management to ensure effective budgeting and control over infrastructure, maintenance and security. Efficient and effective PHC facility management and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES: Ms E Eygelaar, Tel. No. (027) 213-4070
APPLICATIONS: To the Manager: Medical Services, Private Bag X21, Vredendal Hospital, 8160.
FOR ATTENTION: Ms M Tangayi
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 13 April 2018

POST 13/189
CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Eden District

SALARY:
Grade 1: R340 431(PN-B1) per annum,
Grade 2: R418 701(PN-B2) per annum, (Plus a non-pensionable rural allowance of 8 % of the basic salary)
CENTRE: Calitzdorp Community Clinic
 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver’s licence (Code B/EB) Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training
DUTIES: (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

ENQUIRIES: Ms S Labuschagne, Tel. No (028) 551-1010
APPLICATIONS: To the District Manager: Eden District Office, Private Bag x6592, George, 6530.

FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the 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: 13 April 2018

POST 13/190: SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)
Directorate: Management Accounting (Revenue Administration)

SALARY: R281 418 per annum
CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Extensive experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department’s facilities. A valid code B/EB driver’s licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department’s billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).

DUTIES: Oversee submission of medical scheme claims, including interaction with the Department’s EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and or liaise with the Department’s facilities regarding the management of claims, legislative requirements and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department’s Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department’s Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES: Ms L Ismail, Tel. No. (021) 940-4553
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.

CLOSING DATE: 13 April 2018
POST 13/191 : PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)
Chief Directorate: Metro District and 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 REQUIREMENTS : Khayelitsha/Eastern Sub-structure Office
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse for 2018/19 as a Professional Nurse. Experience:
Grade 1: None after registration as Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel.
Competencies (knowledge/skills): Proficiency communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in Excel, Word and PowerPoint. Proficiency in report writing. Appropriate training/facilitation experience.

DUTIES : (key result areas/outputs): Facilitate and teach the format training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nurse training according to needs identified within the district.

ENQUIRIES : Ms S Mc Cloen, Tel. No. (021) 360-4622
APPLICATIONS : To the Director: Khayelitsha District Hospital, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive or Private Bag X6, Khayelitsha, 7784.
FOR ATTENTION NOTE : Ms Z Willie
Shortlisted Candidates may be required to do a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.

CLOSING DATE : 13 April 2018

POST 13/192 : ADMINISTRATION CLERK: FINANCE/ADMIN
Overberg District

SALARY : R152 862 per annum

CENTRE REQUIREMENTS : Hermanus Hospital
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate administrative experience. Inherent requirement of the job: Willingness to work shifts (night duty and weekends) to meet the operational requirements. Competencies (knowledge/skills): Computer Literacy (Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Experience in operating PHCIS /Clinicom system.

DUTIES : (Admit, register and discharge patients and handle all patient enquiries. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception area and schedule appointments
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**ENQUIRIES** : Ms CE Langley, tel. no. (028) 313-5200

**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits

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

**CLOSING DATE** : 20 April 2018

**POST 13/193** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

Overberg District

**SALARY** : R152 862 per annum

**CENTRE** : Swellendam Hospital (stationed at Overberg District Office)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management LOGIS functions or Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update and bar coding. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Report monthly, BSC, Inventory, AFS and IFS reporting.

**ENQUIRIES** : Mr J Honeyball, Tel. No. (028) 214-5855

**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.

**CLOSING DATE** : 20 April 2018

**POST 13/194** : **HANDYMAN**

Overberg District

**SALARY** : R127 851 per annum

**CENTRE** : Hermanus Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.

**DUTIES** : Assist with repairs and installation of projects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Basic electrical repairs and installations. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing refrigeration, carpentry, welding repairs and installations. Obtaining quotations, order and control of materials as needed to complete requisitions. Strictly adhere to the Occupational Health and Safety Act.

**ENQUIRIES** : Mr NK Adams, Tel. No. (028) 313-5204

**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Brits

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

**CLOSING DATE** : 20 April 2018
POST 13/195: FOOD SERVICES AID

Overberg District

SALARY: R90 234 per annum

CENTRE: Hermanus Hospital

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service environment in a hospital. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically healthy, strong enough to lift heavy objects and be on their feet the entire day. Willingness to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES: (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.

ENQUIRIES: Mr N Adams, Tel. No (028) 313-5200

APPLICATIONS: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION: Ms A Brits

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

CLOSING DATE: 20 April 2018

POST 13/196: HOUSEHOLD AID

Chief Directorate: Metro District Health Services

SALARY: R90 234 per annum

CENTRE: Karl Bremer Hospital

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Competencies (knowledge/skills): Ability to read, speak and write in two of the three official languages of the Western Cape. Good interpersonal relations skills. The ability to work in a co-operative way within a team context. Basic knowledge of cleaning practices and cleaning equipment. The ability to do physical work and handle machines/apparatus.

DUTIES: Effective delivery and ensuring environmental hygiene. Serving of meals to patients. Maintain protective clothing code. Maintain equipment in an optimum working condition. Cost effective utilisation of resources. Monitor, control and maintain adequate stock levels. Management of clean and used linen (Counting of linen, packing linen room etc). Support and relief the supervisor and team members.

ENQUIRIES: Ms ET Linden-Mars, Tel. No (021) 918-1386

APPLICATIONS: The Senior Medical Manager, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION: Ms A Dyers

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

CLOSING DATE: 20 April 2018

POST 13/197: CLEANER

SALARY: R83 766 per annum

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.
DUTIES: Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES: Mr J Corner, Tel. No. (021) 404-3238
APPLICATIONS: To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 20 April 2018

POST 13/198: CLEANER
Cape Winelands Health District

SALARY: R83 766 per annum
CENTRE: Worcester CDC (MOU)
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.
DUTIES: Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes; sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and toilet, sluices and drains. Linen control and preparing bread and instant soup for patients. Cost effective use and storage of cleaning equipment and cleaning materials according to protocols. Effective management of equipment and stock control. Ensure disposal of medical and other waste products according to protocols. Support to supervisor and staff in the Maternal Obstetric Unit.

ENQUIRIES: Ms J Olivier, tel. no. (023) 348-4100
APPLICATIONS: The Manager: Medical Services, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION: Mr E Booyse
NOTE: No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
CLOSING DATE: 20 April 2018

DEPARTMENT OF THE PREMIER

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

OTHER POSTS

POST 13/199: DEPUTY DIRECTOR: ORGANISATION DESIGN, REF NO: DOTP 2018-27

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: A relevant National Diploma with a minimum of 3 years’ management experience in Organisational Development. Recommendations: None. Competencies: Knowledge of the following: Organisation design techniques; Equate Job Evaluation System; Functions of various components of the PGWC to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory;
Key elements / determinants of organisational performance as they relate to the field of organisation development; Project Management; Benchmarking; Strategic planning; Appreciative inquiry; Mentoring and coaching practices (SPMS); Disciplinary and grievance procedure; Human Resource Management; Financial Management prescripts; Innovative problem solving skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

Perform the following functions on an advanced / complex level and manage staff that perform them: Conduct macro-organisational analyses; Design organisational structures; Design process and competency-based job descriptions / job profiles; Determine staff establishment requirements; Function as project manager and supervisor in respect of specialist functional and project teams; Mentor and coach team members; Manage the discipline of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system / process.

**ENQUIRIES**

Enquiries Ms L Isaacs at (021) 466 9701/45

**POST 13/200**

ASSISTANT DIRECTOR: INTERNAL AUDIT (2 POSITIONS AVAILABLE), REF NO: DOTP 2018-26

**SALARY**

R334 545 per annum (Salary level 9).

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

A relevant 3-year National Diploma majoring in Accounting and Auditing; A minimum of 3 years in internal/ external audit or other relevant experience. Recommendations: Studying towards or have professional certification Competencies: Knowledge in the following: Audit Practices; Engagement Planning and Execution; Analytical thinking; Information Gathering; Team Work; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Relevant and reliable information obtained and logical conclusions drawn in each step of the audit planning ensuring that results of each step are effectively utilized in other steps to optimise the audit focus; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk and demonstrating a comprehensive understanding of how risks should be mitigated; Comprehensive and accurate systems description that enhances better understanding of key aspects of the entire process is logically documented; Walkthrough appropriately supported by evidence and confirmed with client management; Appropriately extracted sample based on effective analysis of population and elements of control; Test procedures are developed in line with engagements objective requirements and key controls; Conclusions drawn per procedure are aligned to the overall engagement objective motivation cognizant of the risks; Working papers are complete (including cross referencing) and accurate accompanied by useful, relevant, sufficient and reliable evidence; The elements of audit findings are appropriately aligned including adequate evaluation of root causes giving effect to practical and value-add recommendations completed.

**ENQUIRIES**

Mr M Williams at (021) 483 3724

**POST 13/201**

STATE ACCOUNTANT: ASSURANCE SERVICES, REF NO: DOTP 2018-22

**SALARY**

R281 418 per annum (Level 8).

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

A relevant National Diploma with a minimum of 2 years relevant experience in an auditing or financial accounting environment. Recommendations: Knowledge and experience of the following: Evaluation of policies, instructions, circulars and report writing skills; Conducting presentations to various stake holders. Competencies: Knowledge in the following: Sound knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Knowledge of Risk Management frameworks, Internal Control tools and techniques; Good communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Work, Excel and PowerPoint); Problem Solving skills; Planning and organising skills.

**DUTIES**

Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports and communication of post audit findings;
Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure; Rendering assurance services by conducting adhoc audits/inspections, drafting audit/inspection reports and ensuring the implementation of corrective and preventative measures; Ensuring proper governance by developing compliance monitoring tools.

ENQUIRIES: Ms E Adams at (021) 483 9451

PROVINCIAL TREASURY

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

CLOSING DATE: 16 April 2018

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

OTHER POSTS

POST 13/202: ECONOMIST: FISCAL POLICY, REF NO: PT 2018-11

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Honour’s degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with a minimum of 6 years’ relevant experience; A valid driver’s licence. Recommendations: A Master’s Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification) with experience in economics/policy research. Competencies: Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Extensive experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Ability to work independently and with own initiative.

DUTIES: Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Policy driven revenue assessments; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.

ENQUIRIES: Dr N Nleya at (021) 483 6707

POST 13/203: ELECTRONIC INFORMATION MANAGER: DATA COLLATING AND TECHNICAL EDITING: REF NO: PT 2018-09

SALARY: R334 545 per annum (Level 9)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: A relevant National Diploma with a minimum of 3 years’ appropriate experience in technical editing and formatting of various publications and supervision of staff. Recommendations: Willingness to work irregular hours; Advanced/ complex level typing and electronic warehouse management. Proven exposure / experience in project management; Grade 12 Computer Application Technology as a passed subject. Valid Code EB driver's licence to be obtained within 24 months of appointment. Competencies: Ability to work independently, as part of a team and with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Accuracy; Specialist knowledge; Proven computer literacy.

DUTIES: Manage and oversee the collecting / consolidating and technical editing / formatting of the provincial budget and associated documentation; Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the budget and
adjusted estimates; Manage and oversee the collecting / consolidating and technical editing / formatting of PT publications; Manage and oversee the collecting / consolidating and technical editing / formatting of municipal budget information, performance assessments reports, publications / working papers and provide for data-warehouse capacity with respect to the municipal budget information; Information management through database co-ordination and integration (Provincial and Local Government); Manage staff.

ENQUIRIES: Mr P Pienaar (021) 483 5618

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 16 April 2018

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

OTHER POSTS

POST 13/204: ASSISTANT DIRECTOR - ELECTRICAL AND MECHANICAL SERVICES, GEORGE, REF NO: TPW 2018-56

SALARY: R417 552 per annum (Level 10)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S stream) or equivalent qualification; or a N3 passed trade test in the building environment; or Registered as an engineering technician; A minimum of 6 years’ relevant experience; A valid driver’s licence. Recommendations: None. Competencies: Knowledge and experience of the following: National and Provincial Building Legislation, Regulations, Bill of Quantities, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines; Western Cape Development Act, National Housing Code; Occupational Health and Safety Legislation; in Public Finance Management Act (PFMA), National and Provincial Treasury Regulations; Human Resource Management Legislation; Disciplinary code and procedures and grievance procedures for the Public Service; Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent programme and project Management skills; Ability to liaise with personnel, general public and stakeholders / clients; Ability to work irregular hours as required; Customer service orientation.

DUTIES: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of repairs and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of the contractors and consultants; Gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinates.

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES: Mr A Davis (044) 805 8900

POST 13/205: ASSISTANT DIRECTOR - BUILDING SERVICES, GEORGE, REF NO: TPW 2018-57

SALARY: R417 552 per annum (Level 10)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S stream) or equivalent qualification; or a N3 passed trade test in the building environment; or Registered as an engineering technician; A minimum of 6 years’ relevant experience; A valid driver’s licence. Recommendations: None. Competencies: Knowledge and experience of the following: National and Provincial Building Legislation, Regulations, Bill of
Quantities, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines; Western Cape Development Act, National Housing Code; Occupational Health and Safety Legislation; in Public Finance Management Act (PFMA), National and Provincial Treasury Regulations; Human Resource Management Legislation; Disciplinary code and procedures and grievance procedures for the Public Service; Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent programme and project Management skills; Ability to liaise with personnel, general public and stakeholders / clients; Ability to work irregular hours as required; Customer service orientation.

**DUTIES:**
Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of repairs and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of the contractors and consultants; Gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinates.

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

**ENQUIRIES:**
Mr A Davis (044) 805 8900

**POST 13/206:** ASSISTANT DIRECTOR: ASSET MANAGEMENT, REF NO: TPW 2018-49

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

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

**REQUIREMENTS:**
A relevant National Diploma with a minimum of 3 years’ experience in Asset Management; A valid drivers’ licence. Recommendations: Experience in: Asset Management, Accounting classification, Audit of assets, Reconciliation and SCOA. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Asset Management; SCOA; Accounting; Proven computer literacy; Supervisory skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES:**
Responsible for the administration of Asset Management by ensuring the accuracy of the procedures for: Ordering of assets; Obtaining of quotes; Placing orders; Receiving assets; Reporting on movements of assets; Updating the accounting System; Analysis of assets reports and following the barcoding procedures; Responsible for the maintenance of the Asset Register; Supervision of staff; Reconciliation between systems.

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

**ENQUIRIES:**
Mr PW Kruger at (021) 483 4949

**POST 13/207:** ARCHITECTURAL TECHNOLOGIST, PRODUCTION GRADE A, REF NO: TPW 2018-52

**SALARY:**
Grade A: R323 259 – R348 480 per annum; Grade B: R367 938 – R396 375 per annum; Grade C: R420 690 – R495 561 per annum (Salary will be determined as per OSD prescripts).

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

**REQUIREMENTS:**
Bachelor of Technology in Architecture (B.Tech) or equivalent qualification as recognised by SACAP; Completion of the candidacy period or a minimum of three years’ experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driver’s licence. Recommendations: Experience in Microsoft PowerPoint; Microsoft Project; Sketch-up; Revit. Competencies: Knowledge and experience in the following: Architectural planning, producing construction documentation and administration of JBCC 2000 PBA (and NEC3 ECC) contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project Management; Financial Management; Proven computer literacy; Organisation...
& teamwork skills; Communication (written and verbal) skills in at least two of
the three official languages of the Western Cape province.

**DUTIES**: To undertake project management including planning, documentation and
supervision; On written instruction from supervisor assist professional and
technical staff in Chief Directorate General Infrastructure by compiling project
documentation and assisting with supply chain processes and project
management; Maintaining up to date as-built documentation of completed
projects as well as maintaining up to date building layouts and technical
documentation; Research and professional development.

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

**ENQUIRIES**: Ms Catherine Skillcorn at (021) 483 4608

**POST 13/208**: WORKS INSPECTOR: BUILDING SERVICES, GEORGE: REF NO: TPW
2018-55

**SALARY**: R281 418 per annum (Salary level 8)

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

**REQUIREMENTS**: A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or
equivalent qualification) with appropriately completed
apprenticeship/successful passing of an official trade test or registration as an
Engineering Technician. Minimum of 3 years’ experience in a building
environment; a valid driver’s licence. Recommendations: None.
Competencies: Willingness to travel on a daily basis; Experience in the
preparation of tender documentations and specifications; Adjudicate tenders,
plans and working drawings and the ability to interpret Bills of Quantities; Good
verbal and written communication skills in a least two of the three official
languages of the Western Cape Province; Good interpersonal relations;
Computer literacy (MS Office – Excel and Word); Technical experience of
mechanical matters, familiar with contract administration, Occupational Health
Safety Act and relevant regulations.

**DUTIES**: Undertake inspections of buildings and compilation of reports; Assist with the
preparation of budget; Provide estimates of costs for proposed maintenance
and minor work projects; Prepare tender documentation and specifications;
Supervise and exercise quality control on projects; Manage contract
administration.

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

**ENQUIRIES**: Mr A Davis at (044) 805 8700

**POST 13/209**: WORKS INSPECTOR: ELECTRICAL SERVICES, GEORGE: REF NO: TPW
2018-54

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

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

**REQUIREMENTS**: A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or
equivalent qualification) with appropriately completed
apprenticeship/successful passing of an official trade test or registration as an
Engineering Technician. Minimum of 3 years’ experience in a building
environment; a valid driver’s licence. Recommendations: Experience in an
electrical environment. Competencies: Willingness to travel on a daily basis;
Experience in the preparation of tender documentations and specifications;
Adjudicate tenders, plans and working drawings and the ability to interpret Bills
of Quantities; Good verbal and written communication skills in a least two of
the three official languages of the Western Cape Province; Good interpersonal
relations; Computer literacy (MS Office – Excel and Word); Technical experience of
mechanical matters, familiar with contract administration, Occupational Health
Safety Act and relevant regulations.

**DUTIES**: Undertake inspections of buildings and compilation of reports; Assist with the
preparation of budget; Provide estimates of costs for proposed maintenance
and minor work projects; Prepare tender documentation and specifications;
Supervise and exercise quality control on projects; Manage contract
administration.

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

**ENQUIRIES**: Mr A Davis at (044) 805 8700

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S stream or equivalent qualification) Or NTC 3 (or equivalent qualification) with appropriately completed apprenticeship/successful passing of an official trade test or registration as an Engineering Technician. Minimum of 3 years’ experience in a building environment; a valid driver’s licence. Recommendations: Experience in an electrical environment. Experience in a mechanical environment

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Mr A Davis at (044) 805 8700

POST 13/211 : PRINCIPAL PROVINCIAL INSPECTOR: LECTURER, REF NO: TPW 2018-60

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years’ experience in the field; Valid code A and EC driver’s licence; No Criminal record. Recommendations: Sound knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Applicable policies and procedures (extensive). Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Microsoft Excel and Microsoft Outlook); Training and facilitating skills; Diversity Management skills; Interpersonal skills, Planning and organising skills.

DUTIES : Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitating of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
ENQUIRIES : Mr W van der Merwe at (021) 983 1502

POST 13/212 : PRINCIPAL PROVINCIAL INSPECTOR (QUALITY MANAGEMENT), REF NO: TPW 2018-61

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years’ experience in the field; Valid code A and EC driver’s licence; No Criminal record. Recommendations: Sound knowledge of Traffic Law Enforcement practices and principles and applicable policies and procedures; Exposure to facilitating assessments and Outcomes-Based Education; Collation of information and compilation of reports. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Ability to work under pressure and meet deadlines;
Computer literacy (MS Word, Microsoft Excel and Microsoft Outlook); Analytical thinking; Ability to conduct research; Interpersonal skills.

**DUTIES**
- Evaluate the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Ad hoc tasks.

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

**ENQUIRIES**
- Mr W van der Merwe at (021) 983 1502

**POST 13/213**
- **ROAD WORKER: ROAD CONSTRUCTION - BOTRIVER (3 POSITIONS AVAILABLE), REF NO: TPW 2018-64**

**SALARY**
- R90 234 per annum (level 2)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- Ability to read and write. Recommendations: Able to perform simple mathematical calculations; Credits/qualifications in construction unit standards accredited with the relevant SETA on NQF level 1 and higher; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Good understanding and experience in building, maintenance and repair of roads; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Perform manual labour; Undertake general duties to support road specialists with respect to maintenance repair, building and cleaning of roads, which may include maintenance or improvement on road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities; Willing to travel and stay over when necessary.

**APPLICATIONS**
- If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, Or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.

**ENQUIRIES**
- Mr LD Louw at (021) 863 2020

**NOTE**
- Applicants from relevant local communities will receive preference.

**POST 13/214**
- **ROAD WORKER: ROAD CONSTRUCTION - SWELLENDAM, REF NO: TPW 2018-65**

**SALARY**
- R90 234 per annum (Level 2)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- Ability to read and write. Recommendations: Able to perform simple mathematical calculations; Credits/qualifications in construction unit standards accredited with the relevant SETA on NQF level 1 and higher; Experience in the operating of minor construction machines; Experience in civil construction activities. Competencies: Good understanding and experience in building, maintenance and repair of roads; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Perform manual labour; Undertake general duties to support road specialists with respect to maintenance repair, building and cleaning of roads, which may include maintenance or improvement on road surfaces, road reserves, road signs and road markings, waterways and structures, as well as related activities; Willing to travel and stay over when necessary.

**APPLICATIONS**
- If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, Or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.

**ENQUIRIES**
- Mr LD Louw at (021) 863 2020

**NOTE**
- Applicants from relevant local communities will receive preference.