

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2018
DATE ISSUED: 06 APRIL 2018

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

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DEPARTMENT OF ARTS AND CULTURE

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



- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 20 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.

OTHER POSTS

- POST 14/01** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: 37/2018**
Directorate: Supply Chain Management
- SALARY** : R334 545 per annum
- REQUIREMENTS** : A 3 year Degree/National Diploma in Purchasing Management / Logistics / Supply Chain Management or equivalent qualification 2 - 3 Years' experience in the Supply Chain Management environment. The following are additional essential requirements: Inventory management skills. Knowledge of Supply Chain Management. Computer literacy. Problem-solving skills. Presentation skills. Analytical and creative thinking abilities. Planning and organising skills. The ability to work independently and under pressure. Good communication and writing skills. In-depth knowledge of LOGIS mainframe / online and BAS systems. Knowledge of LOGIS, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.
- DUTIES** : The successful appointee will be responsible for the following: Effective and efficient management of stores. Ensure optimum stock levels are kept and maintained. Monthly reporting and reconciliation of items issued, stock values and balances. Provide Management with a LOGIS Balance scorecard on a monthly basis. Ensure the stocktaking is conducted on a quarterly basis on items kept in the stores. Report on quarterly stocktaking discrepancies, identify and report on redundant, obsolete and damaged items. Coding and reclassification of store items. Ensure that issued items are closed timeously and posted with a correct

SCOA codes. Complete monthly reports on outstanding commitments. Approve orders on the system, Register new users on LOGIS, Manage the issuing of orders to suppliers registered on database, Reset the users password upon receipt of request, Request reports & investigate the batch run reports generated by LOGIS, Generate and analyse reports from LOGIS for reporting on monthly basis. Maintain comprehensive records of logistics process, expenditure commitments for audit and record purposes. Management of filing system (0-9 filing). Logis system controller. Attend to HR-related issues, which include personnel development and supervision of staff.

ENQUIRIES : Ms N Ngcama, Tel 012 441-3430

POST 14/02 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND AND ACQUISITION REF NO: 38/2018**
Directorate: Supply Chain Management

SALARY REQUIREMENTS : R226 611 per annum
: A Three year Diploma/Degree in Logistics/Purchasing management or Public Management/Administration. 3 - 5 years relevant in demand and acquisition management. Knowledge of Supply Chain Management. Computer literacy. Problem solving skills. Presentation skills. Analytical and creative thinking. Planning and organising skills. Ability to work independently and under pressure. Good communication and writing skills. In depth knowledge of LOGIS mainframe/on-line and BAS. Knowledge of LOGIS, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.

DUTIES : The purpose of this post is to render an acquisition management service and to implement supply chain demand management framework and policies. Research, analyse and plan the procurement requirements of the department. Collect and collate information for the annual procurement plan. Compile tender/quotation specifications as required. Execution of the bidding process. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for quotations. Oversee Sourcing of quotations and approve thereof. Provide administrative support to the Bid committees. Ensure proper filing of tender files. Maintaining deviation register. Supervision of staff.

ENQUIRIES : Ms N Ngcama, Tel 082 324 3637

POST 14/03 : **ADMINISTRATION OFFICER: SOCIAL COHESION REF NO: 39/2018**
Chief Directorate: Social Cohesion and Targeted Groups

SALARY REQUIREMENTS : R226 611 per annum
: A three year Bachelor's Degree/National Diploma in Public Management and Administration or Public Administration, 1-2 years relevant experience, knowledge of administrative procedures, policies, prescripts relation to international relations and investing in culture, knowledge of office administration, good communication and interpersonal relations, computer literacy.

DUTIES : The purpose of this post is to provide an efficient and effective administrative support to the Chief Directorates, Preparation of submissions for the Chief Directorate, manage the workflow in the Office, provide administrative support services with regard to financial administration, personnel administration and provisioning administrative matters, take minutes and records of proceedings of the Chief Directorates meetings and follow-up on activities / decisions, Arrange seminars, conferences and workshops, perform any other office administration task as instructed by the Chief Directors, Implement and maintain an electronic document management system, render specific support to the Chief Directors with regards to monitoring and evaluation of the Chief Directorates activities.

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

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.
- CLOSING DATE** : 26 April 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POST

- POST 14/04** : **PERSONNEL OFFICIAL: PRODUCTION (MOVEMENT), REF: DHRM/12/18**
- SALARY** : R152 862 per annum (Level 5)
- CENTRE** : D HR Maintenance, Bank of Lisbon, Pretoria.
- REQUIREMENTS** : A minimum requirement of Grade 12 (NQF Level 4). Diploma in Personnel Management/Human Resources Management or equivalent qualification will be an advantage. At least one (1) year administrative experience. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Personnel Movements/Furniture Removal policies and processes. Qualified in PERSOL system and remain abreast with relevant departmental policies. Good communication skills (Verbal and Written). Ability to work under pressure and client orientated.
- DUTIES** : Ensure compliance with furniture removal policy, procedures and processes. Capture new applications in register. Capture all tenders, storage and postponements. Ensure that all documents are correct and prepare files for approval. Prepare notification letters to companies and forward files for payment. Attend to all enquiries and provide feedback. Update registers, prepare weekly and monthly statistics.
- ENQUIRIES** : WO1 P.I. Kolokoto, Tel: (012) 339 5114.
WO2 S.E. Tlaka, Tel: (012) 339 5634.
Ms M.H. Mogoai, Tel: (012) 339 5221.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.
- FOR ATTENTION** : Ms M Seketa
- CLOSING DATE** : 23 April 2018
- NOTE** : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 14/05** : **PROJECT OFFICER: UNDP/GEF GLOBAL ABS PROJECT (24 MONTHS CONTRACT). (REF NO: BC06/2017)**
- SALARY** : R226 611 per.annum (plus 37% lieu of benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Bachelor's degree/National Diploma in Natural Sciences/ Project Management or any equivalent qualification. Experience in or knowledge of biodiversity conservation, sustainable utilisation of biological resources and benefit sharing arising from the utilisation of the indigenous biological resources and related laws and policies. Ability to perform broad range of administrative activities. Good knowledge and experience in stakeholder consultations. Good organizational and planning, verbal and written communication and interpersonal as well as ability write strong technical reports. Project Management skills.
- DUTIES** : Coordinate training, capacity building and awareness raising campaign on the national ABS laws, application procedures and ABS issues with targeted stakeholders. Oversee and ensure timely preparation and submission of the project progress reports, technical reports and deliverables. Coordinate meetings with stakeholders to support the implementation of project activities. Facilitate administrative and technical backstopping in the implementation of UNEP/GEF Global ABS Project. Coordinate and prepare updated ABS information to be populated in the relevant portal and websites.
- ENQUIRIES** : Ms Lactitia Tshitwamulomoni (012) 399 9611

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

- 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** : 26 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/statement of results, 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.

OTHER POSTS

- POST 14/06** : **NCV ENGINEERING RELATED DESIGN LECTURER, REF NO: 2018/018**
- SALARY CENTRE REQUIREMENTS** : R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
Mandeni Campus
- : A relevant recognised Mechanical Engineering Diploma/Degree with specialisation in welding. Must be able to teach all Engineering Related Design subjects for L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years 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.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 14/07</u>	:	<u>NCV AND REPORT 191 MECHANICAL ENGINEERING LECTURER, REF NO: 2018/019</u>
<u>SALARY</u>	:	R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Esikhawini Campus
<u>REQUIREMENTS</u>	:	A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Mechanical Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 14/08</u>	:	<u>NCV AND REPORT 191 CIVIL ENGINEERING LECTURER, REF NO: 2018/020</u>
<u>SALARY</u>	:	R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Esikhawini Campus
<u>REQUIREMENTS</u>	:	A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Civil Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532

POST 14/09 : **NCV AND REPORT 191 ELECTRICAL ENGINEERING LECTURER, REF NO: 2018/021**

SALARY : R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
CENTRE : Esikhawini Campus
REQUIREMENTS : A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Electrical Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years 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.

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 20 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. 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 14/10** : **CHIEF DIRECTOR: HUMAN RESOURCES & CORPORATE SERVICES REF NO: 029/2018**
Branch: Corporate Services
- SALARY** : R1 127 334 - R1 347 879 all-inclusive salary package per annum (Level 14). 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** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area, A post graduate qualification will be an added advantage, with at least 10 years' relevant experience of which 5 years' proven experience in a senior managerial position in

the Corporate Services environment, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent coordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Experience in leading and managing transformation, change and diversity. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

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

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

POST 14/11 : **SENIOR SECTOR EXPERT: PUBLIC HEALTH REF NO: 030/2018**
CD: Health

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 3-year tertiary qualification (NQF 7) in the areas of Public Health, Health-Economics or Medicine or equivalent with at least 8 years' relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level in Public Health or Medicine. 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 in the health and social protection sectors. Good knowledge and understanding of government's outcomes coordination system, cluster systems and inter-governmental relations 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 contribute to the development, monitoring and the periodic reviews of the NDP 2030 with a view to specifically strengthen and enhance the monitoring of public health care delivery to all South Africans as well as the performance of Public and Private Health Systems including NGO's. This entails developing and periodic reviewing progress with health-care delivery in the country, in keeping with the NDP 2030. Continuous monitoring and reporting to the executive on progress towards Sustainable Development Goals (SDGs). Tracking of progress with health service delivery across all health facilities. Supporting, monitoring and reporting on the functioning of the Implementation Forums and the implementation of the National Food and Nutrition Security Plan. Conduct periodic reviews on the alignment between national and provincial Strategic and Annual Performance Plans (APPs) of the health sector in line with the NDP 2030. Providing technical support for strengthening of the Public Health System; supporting of the conducting of evaluations in the Public Health Sector in conjunction with the relevant unit of DPME and supporting of the implementation of Operation Phakisa 2: Ideal Clinic Realisation and Maintenance Programme. Monitoring /recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts and 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 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 14/12** : **SENIOR EVALUATION SPECIALIST REF NO: 022/2018**
CD: Evaluation
This is a re-advertisement of the position that was advertised with a closing date of 09 April 2018. Candidates who have already applied do not need to re-apply.
- 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 3-year tertiary qualification (NQF 7) or equivalent with at least 8 years' relevant experience of which 5 years' must be at MMS (Deputy Director or equivalent) level. A relevant Post-Graduate qualification (NQF 8) and/or specialist training courses will be an added advantage. The successful candidate should have strong research background, practical experience of undertaking evaluations and be credible in the academic environment. Must be confident with qualitative research methodologies and ideally quantitative as well. Should be politically aware and able to operate successfully with high level staff in government, with a good understanding of government across the three spheres (national, provincial and local). Must have understanding of results-based management with project / programme management and financial management skills. Good interpersonal relations and written & verbal communication skills, able to work effectively in and lead teams. A sound knowledge of Microsoft Office applications (especially Microsoft Word) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful incumbent will be responsible to lead on certain sectors or types of national evaluations. This would involve working with DPME and national departments to identify and take forward specific evaluation assignments (developing terms of reference, commissioning, overseeing the evaluation, reviewing evaluation documents, reviewing recommendations for follow-up,

monitoring follow-up); Liaising with outcomes facilitators and specific departments to identify and take forward specific evaluations; Undertake certain evaluations and research assignments directly; Support specific provinces to produce provincial evaluation plans; Development of technical elements of the evaluation system; Providing methodological support to government around evaluation; Participating in a national Evaluation Technical Working Group. Conforming to the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Contributing to effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate

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

OTHER POSTS

POST 14/13 : **DEPUTY DIRECTOR: CALL LOGGING REF NO: 031/2018**
Directorate: Presidential Hotline

SALARY : R779 295 – R917 970 all-inclusive salary package per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) of with at least 6 years' experience in the areas of Monitoring & Evaluation and/or Service Delivery Frameworks, Methodology and/or Innovation of which 3 years' experience must be at a supervisory level. A Bachelor's Degree/Advanced Diploma (NQF 7) in Social Science will serve as an added advantage. The ideal candidate should have strong client orientation and customer focus skills. Should have knowledge of implementation of Batho Pele Principles, Ms Office Suite, especially Excel, advanced numerical, conceptual, project management and problem solving skills. Communication and interpersonal skills and ability to perform independently and in a team and under time pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies. Must have a valid Driver's Licence and be prepared to travel frequently.

DUTIES : The successful candidate will be responsible to manage, coordinate and facilitate the call logging process within the Presidential Hotline. This entails Managing, coordinating and maintaining an effective Call Logging System and assignment of complaints & queries as received by the Presidential Hotline. Managing, maintaining and monitoring the SITA linked operations to the Presidential Hotline to ensure Service Level Agreement adherence and compliance. Manage and oversee the seamless logging of new walk-in cases as well as new cases from other alternative streams. Coordinate and maintain the Call Logging data and information management system and provide regular (monthly & quarterly) reports with regard to Call Logging Management and the performance of the SITA SLA. Monitoring/recommending of the Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate

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

POST 14/14 : **ASSISTANT SPECIALIST: GRAPHICS DESIGN REF NO: 032/2018**
Directorate: Marketing and Communications Services

SALARY : R334 545 - R394 065 per annum (Level 9) plus benefits.
CENTRE : Pretoria

- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF 6) or equivalent qualification in design and at least 5 years relevant experience. A Bachelor's Degree (NQF 7) will serve as an added advantage. Must have research and editing skills, creativity, attention to detail, initiative and practical problem solving skills. Disciplinary knowledge in Communication and Marketing, Well developed verbal and written communication skills (and presentation skills) and Strong analytical skills. High level of computer literacy and sound knowledge of the Microsoft Office Suite applicants. Additional: Must be proficient in the use of an apple Macintosh computer, Proficient in Adobe illustrator, Photoshop qualXpress an InDesign (web 3-D skills), Strong design skills and thorough knowledge of topography and printing, good organization skills. The ability to work under pressure and meet deadlines and must be able to multitask and manage priorities in a fast pace environment. Knowledge of media, advertising, public relation, media buying, marketing and branding. Must have a valid Driver's License and will be required to travel and available to work irregular hours and to travel to perform duties away from base.
- DUTIES** : The successful candidate will be responsible to create a wide variety of layouts, iconography, package designs, website designs, logos and illustrations. Incorporate design elements such as sound, colour, animation, typography and images. Use several image editing and digital animation software programs to create designs. This entails Design and layout of communication products for DPME. Provide support in the design and layout of Annual Report, Strategic Plan and other publications for the DPME. Ensure that all graphic design elements, pictures, diagrams, artwork, and symbols promote representivity and inclusivity, are gender-sensitive, and free of bias in terms of race, class, disability, culture, religion and geographical location. Plan and manage graphic design projects and process flows in consultation with the Director: Marketing and Communication. Provide advice for the design of special promotion materials such as brochures and posters for DPME programmes and corporate communication interventions. Provide advice and direction for printing and binding specifications. Assist with other technical and administrative duties as required. Support product development and improvements by creating designs, concepts, and sample layouts of products (including improved multimedia) based on the corporate identity and branding of the DPME. Apply creative solutions and special treatments (charts, graphs, diagrams) to organize and present information and data in an aesthetically pleasing manner.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
- NOTE** : Applicants are required to submit a portfolio of their work together with the application

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

- APPLICATIONS** : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted.
- CLOSING DATE** : 20 April 2018 at 16:00
- NOTE** : 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 POSTS

- POST 14/15** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/106)**
Directorate: Strategic Land Acquisition
- SALARY** : R779 295 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (Cape Winelands/Overberg)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics. 3-5 years management experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform: Land Tenants Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Plan (CRDP); Recapitalization and development programme; relevant prescripts pertaining to land reform and redistribution. Job related skills: People and strategic management; Strategic thinking; Writing and communication. A valid driver's license (code 08).
- DUTIES** : Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor implementation at the district. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnership. Ensure assessment of the risk profile and business plan of strategic partner to determine the business of compatibility between the service provider and the beneficiaries. Provide district land acquisition services. Manage the implementation of redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential Recapitalization Project. Conduct the analysis and selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partner for the development of business plans. Prioritize selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalization project procedure within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders

regarding recapitalization projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic to the black emerging farmers. Facilitate the provision of co management arrangement, share equity arrangement and contract farming support on recapitalization projects. Manage human, financial and other resources of the directorate. Manage and supervise human resource of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for sub directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

POST 14/16 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT (REF NO: 3/2/1/2018/105)**
Directorate: Social Organisational and Youth Development

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

CENTRE : Kwazulu-Natal

REQUIREMENTS : National Diploma or Degree in Education/Human Resources Management/Development. 3-5 years middle management experience in the skills development environment. Job related knowledge: National Skills Development Strategy (NSDS) III; Skills Development Act; Skills Development Levy Act; South African Qualifications Act; National Development Plan (NDP); New Growth Path (NGP); Industrial Policy Action Plan (IPAP) II; National Skills Accord. Job related skills: Strategic planning; Problem solving; Communication and interpersonal relations; Project management; Conflict resolution; Leadership; People management; Results oriented; Corporate governance; Presentation and facilitation; Computer literacy; Financial management. A valid driver's licence (code 08).

DUTIES : Develop update and maintain a provincial skills development plan for the NARYSEC Programme. Research and identify scarce skills based on the economic priorities for the districts and province annually. Identify appropriate learning programmes, linked to the identified scarce skills annually. Plan and conduct career and vocational guidance sessions for participants who have been recruited into the NARYSEC programme. Compile and submit the provincial skills development plan. Manage the Implementation of the skills development plan. Identify and engage accredited training providers to deliver the identified learning programmes. Ensure the involvement of the relevant SETA in the delivery of the identified learning programmes. Identify host employers (if required) that can be used for workplace training and assist them to obtain site approval from the relevant SETAs. Prepare training approval documentation for provincial and national projects approval committees. Ensure that approval learning programmes are implemented, as stipulated in the implementation plans. Manage and maintain provincial skills development stakeholder partnerships. Identify and engage strategic partners for the implementation of the skills development needs within the province. Conduct monthly meetings with training providers, host employers and SETAs with regard to the skills development being implemented. Conduct monthly meetings with district coordinators with a view to ensure the successful implementation of skills development in the province. Monitor and quality assure the implementation of the provincial skills development plan. Conduct monitoring visits on a monthly basis at training providers and workplaces, completing the skills development monitoring tools, developed for this purpose. Compile and submit monthly skills development reports, as well as quarterly National Skills Fund (NSF) report. Discuss skills development challenges with the management of training providers, workplaces and NARYSEC, and ensure that remedial action is taken to address the challenges. Ensure that training providers submit their tranche payments as expected and verify correctness of claims and supporting documents. Engage SETAs with regard to the uploading of learners onto the SETA

		management system, site approvals, quality assurance of the training being delivered and issuing of certificates. Manage human, financial and physical resources related to skills development. Maintain participant information related to skills development. Manage participant information related to skills development. Compile skills development spread-sheets, reflecting the information of all learners engaged in skills development activities. Update and maintain the status of the skills development information on a monthly basis. Report on status of participant information in the monthly skills development report.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 14/17</u>	:	<u>SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/102)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Western Cape (Eden-Central Karoo)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agricultural Studies. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Departments policies, prescripts and practice pertaining to CRDP and RADP; Land reform policies and other related legislations; Understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of government development policies e.g. National Development Plan, National Growth Path etc; Corporate governance. Job related skills: Project and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing and Computer literacy. A valid driver's license (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African and White females and Persons with disabilities are encouraged to apply.
<u>POST 14/18</u>	:	<u>SENIOR STATE ACCOUNTANT (REF NO: 3/2/1/2018/104)</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma qualification in Financial Accounting or Financial Management. 2-3 years relevant financial experience. Knowledge of and experience in BAS, PERSAL. Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Treasury Regulation, etc. Computer literacy. Written and verbal communication skills.
<u>DUTIES</u>	:	Ensure project payment list is checked, verified and reconciled with Bank hard copies: (i.e. Initials, Surname, Identity number and amount paid). Compile payment advice using correct information of claimant and allocation and matching field within 3 days of receiving instructions. Print out report on BAS after closure of books every month. Attend to enquiries with regard to re-issue payment within a day.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 14/19</u>	:	<u>SECRETARY (REF NO: 3/2/1/2018/103)</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. Relevant working experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point,

Outlook etc.). Job related skills: Good telephone etiquette, sound organizational ability, good interpersonal relations, basic written communication, language and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure as well as the willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion.

DUTIES

: Provide a secretariat/receptionist support service to the Director. Receive and refer calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minutes taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

NOTE

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

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
Upington Lower Orange WMA: Please forward your application, quoting the post reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington. For attention: Mr Jeffry Mashele
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** : 20 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. For all posts, please forward your application quoting the relevant reference number to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged 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 the South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts.

OTHER POSTS

- POST 14/20** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT: REF NO: 200418/01**
Finance: WTE
- SALARY** : R657 558 per annum (all inclusive package) (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Financial Management. Three (3) to Five (5) years management experience in financial environment/sector. Knowledge and practical experience of Financial Reporting Standards billing management and Public Finance Management Act (PFMA). Knowledge of Treasury Regulations and guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and understanding of Public Service Anti-Corruption Strategy, Anti-corruption and fraud prevention measures. Knowledge of administrative procedures and systems. Knowledge of and experience in Commercial Laws, Departmental policies and procedures. Experience in Government financial systems. Understanding of the framework for managing performance information, business strategy transaction and alignment. Good people and diversity management. Excellent client orientation and customer focus. Good communication skills.
- DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Collate, coordinate and consolidate revenue data for reporting purposes. Ensure seamless integration of revenue-related systems. Manage and co-ordinate Internal and External Auditors. Attend to customers queries. Management of staff and adherence to strict deadlines.
- ENQUIRIES** : Ms Serepong Lebogang, Tel (012) 336-8519

<u>POST 14/21</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: 200418/02</u> Operational Integration: Northern Cape
<u>SALARY</u>	:	R439 917 per annum
<u>CENTRE</u>	:	Uppington Lower Orange WMA
<u>REQUIREMENTS</u>	:	A 4 year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid driver's license. Computer literacy. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Good management skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. A clear understanding of transformation in the Public Service.
<u>DUTIES</u>	:	Implement and enforce the National Water Act 36 of, 1998 as well as the Department of Water & Sanitation (DWS) policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Staff. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process. Assist in the management of the water management systems.
<u>ENQUIRIES</u>	:	Mr TT Sithole Tel: (053) 830 8895
<u>POST 14/22</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: WATER USE GRADE A: REF NO: 200418/03</u> Operational Integration: Durban SD: Proto CMA: Usuthu North (WTE)
<u>SALARY</u>	:	R439 917 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A four year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid drivers' licence. Knowledge of research and development methodology. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process i.e. SFRA. A clear understanding of the Department's role and policies with regard to water resource management. Knowledge of the National Water Act 36 of, 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Liaise with clients and other stakeholders to obtain outstanding information during Water Use Licence Authorisation (WULA) assessments. Assess and evaluate socio economic and environmental information with regard to Stream Flow Reduction Activity (SFRA) water use licence application. Conduct GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues. Draft the record of recommendations (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses. Supervise junior staff in the field of SFRA Hydrological assessment.
<u>ENQUIRIES</u>	:	Mr SO Naidoo, Tel: (031) 336 2700

POST 14/23 : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) – 2 POSTS REF NO: 200418/04**
Operational Integration: Durban

SALARY : R439 917 per annum
CENTRE : Durban
REQUIREMENTS : A four year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience. A valid driver's license. Computer literacy. Recommendations: Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process. A clear understanding of the Department's role and policy with respect to Water Resource Management. Knowledge of the National Water Act 36 of, 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Managerial skills. Good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Knowledge of Human Resources and Financial Management policies. A clear understanding of transformation in the Public Service.

DUTIES : Implement and enforce the National Water Act 36 of, 1998 (Act 1998) as well as the Department of Water & Sanitation (DWS) policies and Regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Environmental Officers and other Staff. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process. Assist in the management of the water management systems.

ENQUIRIES : Mr SNP Buthelezi, Tel (031) 336 2700

POST 14/24 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION (2 POSTS) REF NO: 200418/05**
Operational Integration: Durban

SALARY : R357 150 per annum
CENTRE : Durban
REQUIREMENTS : A relevant honours Degree in Environmental or related fields. Practical experience in the field of water quality management will be an added advantage. Valid driver's licence (certified copy must be attached). Knowledge of Project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills.

DUTIES : Provide support/input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of, 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use licence application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licences. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.

ENQUIRIES : Mr SNP Buthelezi, Tel (031) 336 2700

POST 14/25 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200418/06**
Operational Integration: Durban

SALARY : R334 545 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge of development of Business plans and

reporting requirements. Experience in financial management and budgeting. Proven experience in database management. Knowledge and experience in compilation of submissions. A valid driver's licence is essential will be an added advantage. Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, Integrity, innovative and creative. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).

DUTIES : Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information. Respond to general enquiries on behalf of the Director. Provide advice on administration information implementation to managers. Monitoring policy implementation. Development of databases, extraction of information and compilation of reports. Quality control of captured data. Supervision of staff. Planning of information processing and output required for the Directorate.

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

POST 14/26 : **OFFICE MANAGER REF NO: 200418/07**
Office of the Deputy Director - General: NWRI

SALARY : R334 545 per annum, (Level 09)

CENTRE : Pretoria

REQUIREMENTS : National Diploma or Degree in Office Management and Technology / Public Management / Business Administration. Working experience in the Office of a Senior Manager. Three (3) to five (5) years working experience in office management field. Understanding and knowledge of public service policies and administrative procedures. Computer literate (MS Word, Excel and PowerPoint). Knowledge of Financial Management, Project Management and Administration. Proven knowledge and experience in secretarial duties. Sound organisational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Basic Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality. A valid driver's licence will be an added advantage. (Certified copy must be attached).

DUTIES : Ensure screening of all incoming correspondence (E-Mail, letters, reports and phone messages). Preparation of presentations, conduct research and arrange and organise workshops and meetings. Ensure planning-determine delegates, facilitation, secretarial services, location, subsistence and travel arrangements and claims. Represent Manager at certain meetings and workshops. Take notes and give detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordination and monitoring of projects.

ENQUIRIES : Ms. P Magubane, Tel (012)336 8519.

POST 14/27 : **ASSISTANT DIRECTOR: BILATERAL RELATIONS REF NO: 200418/08**
Branch: International Water Cooperation

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ Degree in Public Administration/International Relations/Political Sciences. Three (3) to five (5) years experience in International relations. Experience in water sector. Knowledge and experience of international politics and difference between multilateral and bilateral cooperation. Knowledge and experience of developing policies and procedures. Knowledge and experience in research. Knowledge of Public Finance Management Act (PFMA). Knowledge of bilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative procedures and systems. Knowledge of departmental policies and procedures and governmental financial

		systems. Knowledge of learning and teaching procedures and techniques. Understanding of the framework for managing performance information. Knowledge of implementing policies relating to PMDS. Problem solving and analytical skills. Good people and diversity management. Excellent client orientation and customer focus Good communication skills. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Assist with the development of international cooperation of bilateral relations. Provide advice on the impact of relevant programmes with reference to Departmental Priorities. Assist with the identification of opportunities and manage strategic partnership with local and International stakeholders. Assist with coordination of the implementation of funded and strategic programmes and projects. Assist with the conducting of research and report findings and recommendations that advance objectives of the department.
<u>ENQUIRIES</u>	:	RG Moloi Tel: (012) 336 7053
<u>POST 14/28</u>	:	<u>SENIOR ADMINISTRATION OFFICER: WATER USE LICENSING AND REGISTRATION REF NO: 200418/11</u> Operational Integration: Durban SD: Proto CMA: Usuthu North (WTE)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 08) Durban A National Diploma / Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years working experience in administration and regulatory environment. Experience in maintaining registers and database. Experience in report writing and drafting of submissions. Knowledge and understanding of administrative procedures. People and Diversity Management. Excellent client orientation and customer focus. Good communication skills, Good accountability and ethical conduct. A valid driver's licence (certified copy must be attached).
<u>DUTIES</u>	:	Processing of Water Use Licence Applications: advice to applicants on statutory, procedural requirements and related procedures; Processing of applications and collating documentation for review purposes. Preparation of applications for preliminary and final review by Water Use Licence. Assessment Advisory Committee, setting up and notification of site inspections, preparation and submission of applications to National Office and drafting and preparation of licences to the Regional Director. Drafting of all related correspondence and updating of schedules. Maintain registers and databases. Conduct photocopying and filing. Conduct administrative duties related to Stream Flow Reduction Activity Licence Applications i.e. identifying the need for and co-ordinating site inspections for Re-inspections provide copy permits/licences, processing change of land ownership and reporting of alleged unlawful plantings. Provide administrative and secretariat support to Licence Assessment Advisory Committee i.e. manage diary, Co-ordinate meeting dates for the year; prepare Agendas, proof reading of documents for review; take, compile and type minutes. Ensure follow-up actions on drafting letters and recommendations. Provide feedback to applicants. Provide advice on statutory and procedural requirements; Telephonic assistance with the completion of forms; General Enquiries; Invoice and statement enquiries etc. Supervision of staff is essential.
<u>ENQUIRIES</u>	:	Mr SO Naidoo, Tel: 031 336 2700
<u>POST 14/29</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SHARED WATER COURSES REF NO: 200418/12</u> Branch: International Water Cooperation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 08) Pretoria A National Diploma or Bachelor Degree in Public Administration or Social Sciences. Three (3) to (5) five years relevant working experience. Experience in the Water Sector will be an advantage. Excellent office administration and organisational skills. Excellent interpersonal and communication (written and verbal) skills. Basic understanding of financial management and the PFMA.

		Working knowledge of MS Word, MS Excel, and MS PowerPoint. A valid driver's license. Willingness to travel locally and internationally.
<u>DUTIES</u>	:	Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.
<u>ENQUIRIES</u>	:	Mr M.A Magwete, Tel (012) 336 7978.
<u>POST 14/30</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION): WATER USE AUTHORISATION GRADE A-C (X 4 POSTS) REF NO: 200418/10</u> SD: Proto CMA: Mvoti South (WTE)
<u>SALARY</u>	:	R240 015 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Management or Natural Sciences. A valid driver's license. (Certified copy must be attached). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, NEMA and MPRDA) together with related policies, regulations, guidelines, tools and procedures. Excellent communication skills including verbal, report writing, presentation skills. Good interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work irregular hours and under pressure as well as travel country-wide. Ability to liaise and network.
<u>DUTIES</u>	:	Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific input within the Department using specified templates. Assess and evaluate Hydrological and Environmental information with regard to licence applications. Assist in the development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, in relation to the water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department. Determine agricultural water use requirement for different crops. Generate water use tables. Capture verified water use data and update Department's Water Use Registration Management Systems (WARMS). Assist with generating, managing and distributing communication letters to water users. Provide monthly status of verified water use. Keep and update web based database with validation and verification information. Filing correspondence with the clients. Support and provide reports to the Manager.
<u>ENQUIRIES</u>	:	Mr. SO Naidoo, Tel (031)336 2700.
<u>POST 14/31</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A - C REF NO: 200418/09</u> Operational Integration: Northern Cape
<u>SALARY</u>	:	R240 015 per annum (OSD)
<u>CENTRE</u>	:	Upington Lower Orange WMA
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Environmental Management or Natural Sciences. An understanding of the principles of integrated water resource management and knowledge of catchment management. Understanding and knowledge of the National Water Act. Good computer literacy as well as a driver's licence (certified copy must be attached) are essential requirements. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. The successful candidate must be willing to travel extensively and work irregular hours. Good communication skills (both written and verbal). Report writing and project management skills are essential. Candidates may be required to write a test as part of the interview process.

DUTIES : Processing of Water Use License applications. Provide comments on environmental impact assessments, environmental program reports and rezoning applications. Support catchment management forums. Liaising with stakeholders in the water sector and other government departments. Conducting regular compliance monitoring at industries, wineries and local authorities etc. Water quality monitoring and the investigation of pollution incidents.

ENQUIRIES : Mr S Shibambu (Upington), Tel (054)-338 5800.

POST 14/32 : **SUPPLY CHAIN PRACTITIONER REF NO: 200418/13 (X2 POSTS)**
Branch: Finance WTE

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor Degree in Supply Chain Management / Finance / Purchasing / Logistics Management or equivalent. At least one (1) to (2) two years experience in Supply Chain Management with at least 1 year in Logistics and Inventory environment. Working knowledge of procurement administrative procedures. Good knowledge and understanding of financial legislation and the following:-Knowledge in (Logistics Management), PFMA, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Government Supply Chain Management framework, Enterprise Resource Planning system, Computer literacy(Excel and Word), dispute resolution process and knowledge of Generally Recognised Accounting Practice (GRAP). Problem solving and analytical skills. People and diversity management. Excellent client orientation and customer focus. Good communication skills. Good accountability and ethical conduct.

DUTIES : Administration of purchase requisitions for stock. Administration of purchase orders. Expediting and follow up on purchase orders. Reporting on open purchase orders. Provide support to end users; Inventory management; Goods receipt and issuing. Reporting skills. Compile a procurement / demand plan. Administer goods receipts and goods issues. Provide logistical support services. Conduct inventory checks.

ENQUIRIES : Ms P Mathiso, Tel (012) 336 7093

POST 14/33 : **PERSONAL ASSISTANT REF NO: 200418/14**
Branch: Planning and Information
Chief Directorate: Water Monitor and Information

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Secretarial Diploma/certificate or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge and experience of administration procedures. Excellent computer literacy skills. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analytical skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES : Provide secretarial or personal assistant service to the manager. Render administrative or secretariat support services to the manager. Provide support to manager regarding meetings or managing the Director's diary. Support manager with administration of the manager's budget. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents.

ENQUIRIES : Mr. F Guma, Tel (012) 336 7892.

POST 14/34 : **LEGAL ADMINISTRATION OFFICER (MR3) X6 POSTS REF NO: 200418/15**
Branch: Corporate Services
CD: Legal Services
Dir: Legal Support A & B X4
Dir: Compliance and Monitoring X2

SALARY : R226 227 per annum
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An LLB Degree or equivalent legal qualification on NQF7 (or as determined by the Minister of Justice and Constitutional Development. Two (2) years' appropriate post qualification legal experience. Ability to draft 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. 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.

DUTIES : Render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES : Ms M Khuduga, Tel (012) 336 7835

POST 14/35 : **ADMINISTRATION CLERK REF NO: 200418/16**
Office of the Deputy Director – General: NWRI

SALARY : R152 862 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate or equivalent. A valid driver's license will be an added advantage. Knowledge of the functioning of the National Government. Computer literacy (Ms Word and Excel). Knowledge of clerical functions. Ability to capture data. Knowledge of Financial Management. Good communications skills.

DUTIES : Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services in the component. Provide financial administration support services in the department.

ENQUIRIES : Ms. P Magubane, Tel (012) 336-8519

POST 14/36 : **DRIVER/MESSENGER (ASSISTANT TO PERSONS WITH DISABILITIES) REF NO: 200418/17**
Branch: Corporate Services

SALARY : R127 851 per annum, (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate. A valid Driver License (certified copy must be attached) One (1) to three (3) years experience as a driver/messenger and must have (5) years practical driving experience. Basic knowledge of physical care assistance to Persons with Disabilities. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes Good client orientation and customer focus. Excellent communication skills. Willingness to travel extensively.

DUTIES : Provide physical personal care assistance to persons with disability. Accompanying persons with physical disability on business trips in order to provide

extended personal physical care to persons with disability. Transporting of persons with physical disabilities. Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record outgoing files. Place correspondence on the files.

ENQUIRIES

:

Mr M Bannister Tel: (012) 336 8841

NOTE

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the successful candidate will be subjected to a driving test.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Should be directed to The Recruitment Centre, Office of the Premier; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho
- FOR ATTENTION** : Mr M Mbangi
- CLOSING DATE** : 20 April 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

- POST 14/37** : **DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, PERFORMANCE MONITORING AND EVALUATION: REF NO: OTP 01/03/2018**
- SALARY CENTRE REQUIREMENTS** : R1 370 973 – R1 544 406, all-inclusive package, per annum (Level 15)
: Head Office (Bhisho)
: An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master's Degree will be an added advantage. A Minimum of 5 years' appropriate experience in the area of Policy Planning and or Implementation; Development, Research , Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. Competencies/ Skills: Management skills including people management and empowerment. Programme/ Project, Policy, Research and Operations skills, including financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage service delivery interventions, Frontline Service Delivery, Presidential Hotline, Citizen-based Monitoring including multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management and innovation skills. Good computer literacy skills. 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 have the ability to maintain high levels of confidentiality.
- DUTIES** : Reporting to the Director- General, the successful incumbent will be responsible: To lead the coordination of integrated evidence based policy, planning and research in the Province. To provide strategic leadership in ensuring monitoring and evaluation of Government Priorities. To facilitate intergovernmental relations, international relations, stakeholder engagement and manages strategic interventions. To oversee and ensure the transformatory programmes including

management of strategic intervention, empowerment, capacitation and social inclusion of children, youth, women, older persons and persons living with disabilities in the Province, including through strategic partnership. Facilitate macro and transversal planning across government and planning functions in the Department. Facilitating the implementation of the long-term planning and aligning of budget allocations to National Development Plan (NDP) including Provincial Development Plan (PDP). Understanding of the Government Program of Action (POA) and the related priorities across government. Developing and implementing of Integrated Planning Frameworks and Coordination of the research agenda towards evidence - based decision making. Alignment of strategic plans and annual performance plans to MTSF priorities and budgeting processes. Understanding of Monitoring and Reporting Frameworks including establishing credible data sets, baseline information, indicators, targets and key results areas for an Outcome- based Monitoring. Conducting of socio-economic impact assessments and evaluation of new and existing programmes/ projects to establish value for money and feasibility, Understanding of government legislation and regulations or other statutory in terms of the Public Finance Management Act (PFMA), Public Service Administration Act and Regulations including Labour Relations Act ensuring that all are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient business/operational and performance annual planning for the Branch. Ensuring effective and efficient performance management of staff, management of budget and procurement processes within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

ENQUIRIES

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can be directed to Mr M Mbangi at 040-609 6290/6248

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF 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** : 20 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 DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS Competency assessments tools.

OTHER POSTS

- POST 14/38** : **ASSISTANT DIRECTOR: DEVELOPMENT COMMUNICATIONS AND OUTREACH REF NO: 002815**
Directorate: Development Communication
- SALARY** : R334 545 - R404 121 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : 3-year Degree / National Diploma in Communication or Public Relation or other qualifications. 2-5 years' experience in related environment. Relevant experience in stakeholder management, advocacy, public relations and events management, media relations, protocol services and corporate social investment, writing and content management. Knowledge of development communication and public advocacy, public policies and social affairs, client orientation and ability to innovate. Knowledge of communications strategy, policy and legislative framework in the Public sector. Good customer focus and responsiveness, analysis, communication, information management, Honesty, integrity, project management, report writing, planning, organising, financial management, marketing, stake holder relations and relationship building skills. Good computer literacy (MS Office package). A valid driver's license.
- DUTIES** : Develop and implement stakeholder relations and public participation strategies in ensuring direct interaction between government and targeted stakeholders and the public. Liaise and coordinate external communications with relevant stakeholders and assist in facilitating integration and co-ordination of communication within the department and GPG. To maintain a high level of awareness of the department and its programmes. To gauge public and media profile analysis through available

research tools. To capacitate management and communication unit on development communication and media related issues. Management of the Departmental events, promotional material, programmes and services. Provide input on external communications adjustment budget and monitoring expenditure on external communications activities. To assist in increasing public awareness and change perception. To build relations with the media and facilitate interaction between department and media. To assist in creating a high profile for the department and its leadership. To facilitate an open relationship with the media. To implement communication strategy and policy. To provide an effective and efficient support service. To be responsible to mobilise and liaise with communities and other stakeholders on public events. To utilise research in identifying community needs and communicating information that empowers the community. Mentor and support communication staff. Provide monthly report and quarterly reports for APP and managing staff, development, training and leave plans. Manage the sub directorate's physical resources financial management. To manage content and be responsible to write developmental communication articles.

<u>POST 14/39</u>	:	<u>SENIOR ACCOUNTANT REF NO: 002814</u> Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R281 418 – R331 497
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Financial Accounting with 1-3 years' relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), SAP, the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be and added advantage.
<u>DUTIES</u>	:	Support the Assistant Director: Financial Accounting in the overall execution of his/her duties. Request reports on BAS/SAP and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Review and sign off payment batches, Supervise the issue and replenishment of petty cash by the Accountants/cashiers, Supervise the issuer of receipts and banking, Review and sign off the travel and subsistence claims, supervise junior staff within the Accounts Payable section, Review, monitoring and approval of journals, Authorising payments on SAP, attend to supplier's queries and resolve them, Daily authorisation of financial matters and payments in line with delegated powers. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.
<u>ENQUIRIES</u>	:	Mr Tshepo Rasego Tel: 011 298 5651

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

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

- APPLICATIONS** : Applications should be sent by post to, The Human Resource Manager, Town hill Hospital, Private Bag 400, Pietermaritzburg, 3200
- CLOSING DATE** : 20 April 2018
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify applicants. Please note that selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of Applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

- POST 14/40** : **MEDICAL SPECIALIST PSYCHIATRIST 3 POSTS REF NO: THH 03/2018**
- SALARY** : Grade 1: R991 857 - R1 052 712 per annum
Grade 2: R1 134 069 - R1 203 666 per annum
Grade 3: R1 316 136 - R1 645 464 per annum
All-inclusive salary package (this inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: A fixed commuted overtime plus 13th Cheque medical aid (optional)
- CENTRE REQUIREMENTS** : Town hill Hospital
Registered as a Specialist Psychiatrist with the HPCSA. Qualifications: FCPsych (SA), MMed (Psych) or equivalent. Code 08 driver's license, computer Literacy: Word, Spreadsheet presentation and search engine software/applications.
- DUTIES** : Provide specialist psychiatric care, assessments and evaluations of mental health care users (MHCUs) both in institutions and community where indicated. Provide academic teaching and clinical training to students and trainees in medical, nursing and Allied Health Professions. Provide specialist advice, guidance and training to clinical paramedical and management staff both within the tertiary services and as part of outreach to area 2. Participate in the development of clinical management. Guidelines, protocol referral pathways for the management of MHCUs. Attend to administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of human resource. Stimulate, participate in and supervise research. To promote teamwork and improve relations within and between other specialities and stakeholders within the referral system to improve service delivery capacity. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control and utilize EPMDS as a tool. Assist with the process to plan, monitor and evaluate the cost effectiveness of service provided. Ensure compliance with National Core Standards.
- ENQUIRIES** : Dr SRH Maharaj Tel No: (033)341 5654

OTHER POSTS

<u>POST 14/41</u>	:	<u>MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 8/18</u> Component – General Surgery
<u>SALARY</u>	:	Grade 1: R736 425 per annum Grade 2: R842 028 per annum Grade 3: R977 199 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Minimum Requirements: MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner. Recommendations: Experience in General Surgery in an accredited training facility. Postgraduate qualification in surgery. Knowledge, Skills, Training and Competency Required: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management. Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.
<u>DUTIES</u>	:	Key Performance Areas (Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Edendale hospital. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex. To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Govindasamy Tel No: 033-8973379 Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION NOTE</u>	:	Mrs. M. Chandulal Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 8/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security

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

CLOSING DATE : 20 April 2018

POST 14/42 : **MEDICAL OFFICER GRADE 1, 2 OR 3 (REF NO: UGU 01/2018)**

SALARY : (This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Grade 1: R736 425 per annum
Grade 2: R842 028 per annum
Grade 3: R977 199 per annum
Other Benefits: Rural allowance (claim basis) Commuted overtime (optional)

CENTRE : Ugu Health District Office
Port Shepstone and District Mortuaries

REQUIREMENTS : Grade 1: requires appropriate qualification plus registration with HPCSA as a Medical Practitioner. Grade 2: requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. Grade 3: requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's license (code 8). Non-South African citizen applicants – a Valid Work Permit in accordance with HR Circular 49/2008 obtainable from any government department. Knowledge of access to information act & relevant procedures. Knowledge of mortuary and its operation. High level of integrity & confidentiality. Knowledge of Inquest Act. Knowledge of Health Act. Knowledge of Birth and Registration Act. Knowledge of post mortems and procedures. Knowledge of the Criminal Justice System. Knowledge of court etiquette and rules of trail. Knowledge of crime scene procedures. Report writing skills. Excellent communication skills. Computer literacy. Knowledge of Occupational Health & Safety Act and IPC Guidelines. Ability to work under traumatic and stressful environment.

DUTIES : Detailed external examination of corpses and careful documentation of findings. Supervision of the protection of a body. Dissection of the viscera. Dictation of findings pertaining to the pathology as well as trauma noted during the dissection. Collection of relevant specimens for evidentiary proposes. Maintenance of the chain of custody of report and specimens taken. Preparation of draft report and review of final autopsy report. Maintain compliance to the turnaround time of post mortem reports. Oral testimony in Court. Participate in CPD activities of the services. Required to perform overtime and shift duties. Develop appropriate skills and competencies to FPO's. Improve governance including regulatory framework and policies. Supervise staff assisting with post mortem examination.

ENQUIRIES : Ms N.J. Mbadamana Tel No: 039 – 433 2459

APPLICATIONS : Ugu Health District Office; Private Bag X735; Port Shepstone; 4240

FOR ATTENTION : Mrs T. Madlala

NOTE : The successful candidate will be stationed at Port Shepstone Mortuary but will be required to go to Harding and Park Rynie Mortuaries in order to carry out post mortem services as and when required.

CLOSING DATE : 20 April 2018

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. It is our intention to promote representation in terms of race, gender and disability. Women, Whites, Indians and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be addressed to: The Head of Department, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. J03, Registry at 113 Biccard Street, Polokwane.
- CLOSING DATE** : 20 April 2018; Time: 16H30
- NOTE** : Applications should be submitted on the prescribed Z83 form obtainable from any Government Institution or on the internet at www.gov.za/ web page. Applications must be accompanied by a recent comprehensive CV and originally certified copies of all qualifications and ID document. You are kindly requested to complete Part A, B and C of the Z83 form in full. Applicants must clearly indicate the reference number on the Z83. The circular is also accessible on the following websites www.edu.limpopo.gov.za / www.limpopo.gov.za and also on the DPSA Website namely www.dpsa.gov.za. Faxed or E-Mailed applications and applications either hand-delivered or posted after the closing date will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Applicants who apply for more than one position must submit separate applications for each position, indicating the reference number and station of each post clearly. Shortlisted candidates will be subjected to personnel suitability checks, which covers verification of: criminal records, citizenship, employment reference, educational qualifications and where applicable financial records. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of the Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000.

OTHER POSTS

- POST 14/43** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION AND ACCOUNTING (11 POSTS): REF NO: LDOE 02/18**
- SALARY** : R226 611 per annum (Level 7)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An appropriate undergraduate three year degree or equivalent qualification (as recognized by SAQA) in financial administration. Operational knowledge of BAS, LOGIS and or PERSAL systems will be an added advantage. Computer literacy and excellent MS Excel utilization. Competencies: Knowledge of: Sound and depth knowledge of relevant prescripts and application of the legislative frameworks governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. Skills: Negotiation Skills; Presentation skills; People Management; Time Management; Communication, both formal, and informal; Financial Management; Computer Literacy; Client Orientation and Customer Focus.
- DUTIES** : Processing of financial transactions on BAS, LOGIS and/or PERSAL systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments for every payment. Ensure that service providers, employees and/or third party beneficiaries are furnished with the necessary payment advices/schedules for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of relevant financial policies prior to processing of payment. Reconciliation, maintenance and filing of accounting

records. Ensure that all financial transactions are in compliance with the PFMA. Creation and maintenance of debt accounts.

ENQUIRIES : All general enquiries should be forwarded to Ms. Montja MM at 015 – 284 6569, Mr. Thoka L.W. at 015 – 284 6528, Mr. Makama MM at 015 – 284 6507 and Ms. Phalafala MR at 015 – 284 6524.

POST 14/44 : **CHIEF ACCOUNTING CLERK: FINANCIAL ADMINISTRATION AND ACCOUNTING (3 POSTS): REF NO: LDOE 03/18**

SALARY : R226 611 per annum (Level 7)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 certificate or an equivalent qualification as recognised by SAQA. 3 Years relevant experience. Knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Knowledge of Generally Recognised Accounting Practices (GRAP). Basic knowledge of financial functions. Operational knowledge of BAS, LOGIS and/or PERSAL systems will be an added advantage. Computer Literacy and excellent MS excel utilization. Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management Skills; Time Management; Communication, both formal, and informal; Financial Management; Computer Literacy; Client Orientation and Customer Focus.

DUTIES : Processing of financial transactions on BAS, LOGIS and/or PERSAL systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments for every payment. Ensure that service providers, employees and/or third party beneficiaries are furnished with the necessary payment advices/schedules for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of relevant financial policies prior to processing of payment. Reconciliation, maintenance and filing of accounting records. Ensure that all financial transactions are in compliance with the PFMA. Creation and maintenance of debt accounts.

ENQUIRIES : All general enquiries should be forwarded to Ms. Montja MM at 015 – 284 6569, Mr. Thoka L.W. at 015 – 284 6528, Mr. Makama MM at 015 – 284 6507 and Ms. Phalafala MR at 015 – 284 6524.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disability are encouraged to apply.

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, No.2 Corner Sydney and Lennox Street, P.O.Box 1368, Kimberley, 8300
- FOR ATTENTION** : Ms.K.A Lekwene
- CLOSING DATE** : 30 April 2018
- NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications; identity document and updated comprehensive CV. Faxed applications will not be considered. The successful candidates will have to under security vetting. Candidates who have not been contacted within one month after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidates only.

OTHER POSTS

- POST 14/45** : **DEPUTY DIRECTOR: DISTRICT MANAGER REF NO: S4.1 /03/ 01**
- SALARY** : R779 295 – R917 970 per annum (All inclusive remuneration package) Level 12
- CENTRE** : Francis Baard District Office (Kimberley)
- REQUIREMENTS** : Recognised Bachelors' degree/ diploma, preferably in Public Administration, Social or Project Management, plus (3- 4) years credible and proven project development co-ordination experience, relevant to the successful execution of the key performance areas of the position. Good knowledge of the Public Service Policies and Legislation, Valid Code EB driver's licence, Willingness to work extra hours and travel extensively, Networking, verbal and written communication skills, Including reporting, Conflict Management as well as problem solving skills. A sound understanding of government's planning framework and the integrated development planning and budgeting process, Familiarity with the safety, security and policing environment and related legislation.
- DUTIES** : To provide professional operational management and leadership in respect of the provision of the functions and services assigned to the district office.
- ENQUIRIES** : Mrs.Nomakwezi Jonkers / Mr.Batsile Marekwa Tel: (053) 839 1738 or (053) 839 1795
- POST 14/46** : **DEPUTY DIRECTOR: DISTRICT MANAGER REF NO: S4.1 /03/ 02**
- SALARY** : R779 295 – R917 970 per annum (All inclusive remuneration package) Level 12
- CENTRE** : ZF Mgcawu District Office (Upington)
- REQUIREMENTS** : Recognised Bachelors' degree/ diploma, preferably in Public Administration, Social or Project Management, plus (3- 4) years credible and proven project development co-ordination experience, relevant to the successful execution of the key performance areas of the position. Good knowledge of the Public Service Policies and Legislation, Valid Code EB driver's licence, Willingness to work extra hours and travel extensively, Networking, verbal and written communication skills, Including reporting, Conflict Management as well as problem solving skills. A sound understanding of government's planning framework and the integrated development planning and budgeting process, Familiarity with the safety, security and policing environment and related legislation.
- DUTIES** : To provide professional operational management leadership in respect of the provision of the functions and services assigned to the district office.
- ENQUIRIES** : Mrs.Nomakwezi Jonkers / Mr.Batsile Marekwa Tel: (053) 839 1738 or (053) 839 1795

POST 14/47 : **SENIOR LEGAL ADMINISTRATION OFFICER: MR6 (OSD) REF NO: S4.1 /03/03**

SALARY : R420 909 – R1 023.054 (All inclusive remuneration package)

CENTRE : Head Office: Kimberley

REQUIREMENTS : LLB Degree qualification or equivalent, eight years post qualification legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Competencies: Knowledge of Labour Relations Act. Verbal and written communication skills, leadership skills, analytical, performance management, problem solving. Batho Pele Principles. Computer literacy, financial management, strategic management, facilitation skills, departmental policies, analytical, interpretation of Acts and Regulations, presentation skills.

DUTIES : Attend to legal documents. Liaison with third parties. Manage misconduct investigations. Conduct training. Ensure proper management of staff within Legal Services Section

ENQUIRIES : Mr.Eubraim Crouch / Mr.Batsile Marekwa Tel: (053) 839 1754 or (053) 839 1795

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

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

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

MANAGEMENT ECHELON

POST 14/48 : **CLINICAL MANAGER GRADE 1(MEDICAL) GRADE 1**
Cape Winelands Health District

SALARY : R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Drakenstein PHC

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong organisational skills and management experience of healthcare services. Language proficiency in at least two of the three official languages of the Western Cape. Thorough knowledge of the DOH Policies/Protocols. Good Communication and relationship skills.

DUTIES : Leadership in addressing the burden of disease by ensuring quality clinical care. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Supervise, support and develop medical, medical auxiliary staff and pharmaceutical. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Provide and efficient administration service regarding all clinical and medico-legal work. Communication with various stakeholders regarding clinical and related services within the GSA.

ENQUIRIES : Ms S Theron, Tel No (021) 862-4520

APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie

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

CLOSING DATE : 26 April 2018

OTHER POSTS

POST 14/49 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R499 953 (PN-B3) per annum

CENTRE : Patriot Plein Clinic, Drakenstein Sub-district

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 duration of at least one-year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/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. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

ENQUIRIES : Ms J Bosch, Tel No (021) 862-4520

APPLICATIONS : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie

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

CLOSING DATE : 26 April 2018

POST 14/50 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (FACILITY BASED SERVICES)**
Chief Directorate: Metro District Health Services

SALARY : R394 665 (PN-A5) per annum

CENTRE : Khayelitsha/Eastern Sub-structure Office

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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and project management skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Appropriate knowledge and experience in Primary Health Care and Facility Based Services.

DUTIES : Facilitate, coordinate, monitor and ensure adequate integration of all Facility Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha/Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate, support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.

ENQUIRIES : Ms S Mc Cloen, Tel No (021) 360-4673

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver

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

CLOSING DATE : 20 April 2018

- POST 14/51** : **CHIEF ARTISAN GRADE A (BUILDING)**
Directorate: Engineering and Technical Services
- SALARY** : R343 329 per annum
CENTRE : Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years' appropriate post- qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Willingness to work overtime and perform standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape Province and stay over. Competencies (knowledge/skills): Computer literacy (i.e. MS Office, E-mail and Web Based applications). Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Working knowledge of Human Resources practices. Working knowledge and skills of Supply Chain Management and Financial practices. Management skills.
- DUTIES** : Supervise and manage the applicable workshops and workshop staff. Control over workshop, equipment, tools, plant and spares. Scope maintenance projects and subsequent generation of a bill of quantities. Supervise and assist with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Plan/schedule staff project plants, repairs and equipment. Budget and expenditure control in respect of workshop. Draft monthly reports.
- ENQUIRIES** : Mr S Reichert, Tel No (021) 918-1569
APPLICATIONS : Applications must be submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 April 2018
- POST 14/52** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY ICH/HCU)**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : Grade 1: R340 431(PN-B1) per annum
Grade 2: R418 701(PN-B2) per annum
CENTRE : New Somerset 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 terms of R212 as Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Neonatal Nursing. Good leadership and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for provision of holistic maternal and neonatal care. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms S Basardien, Tel No (021) 402-6430
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15 Parow, 7500.
FOR ATTENTION : Ms G Owies
NOTE : No payment of any kind is required when applying for this post. 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** : 26 April 2018
- POST 14/53** : **PROJECT MANAGER - MHEALTH (12 MONTHS CONTRACT)**
Directorate: Information Management
- SALARY** : R334 545 per annum
CENTRE : (C11 HIS application Centre (Tygerberg Hospital))
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in project management. Appropriate experience in implementing information systems. Knowledge and experience of programme design and implementation. Appropriate experience in Prince2 or PMBOK methodology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and be away from home. Competencies (knowledge/skills): Advanced MS Office. Ability to implement internal systems and controls. Excellent interpersonal and communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Knowledge of Systems Development Lifecycle.
- DUTIES** : Plan, implement and co-ordinate key projects related to mobile health. Manage project resources and co-ordinate project forums/meetings. Manage the associated risks. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented.
- ENQUIRIES** : Mr A Mkosi, Tel No (021) 483-6293
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 April 2018
- POST 14/54** : **QUALITY ASSURANCE COORDINATOR (2 POSTS)**
Central Karoo District and Eden District
- SALARY** : R334 545 per annum
CENTRE : Central Karoo District Office (1 post)
Eden District Office, based in George (1 post)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year diploma/degree in Health Sciences. Experience: Appropriate experience in health-related Quality Assurance (QA). Experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and National Core Standards (NCS) requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and

Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Central Karoo District: Ms A Jooste, Tel No (023) 414-3590
Eden District: Dr T Marshall, Tel No (044) 803-2700
APPLICATIONS FOR ATTENTION : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
NOTE : Ms S Pienaar
CLOSING DATE : No payment of any kind is required when applying for this post.
20 April 2018

POST 14/55 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (CHEMISTRY)**

SALARY : Grade 1: R281 148 per annum
Grade 2: R331 179 per annum
Grade 3: R390 123 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: Grade 1: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Leave is dependent on departmental needs. Competencies (knowledge/skills): Proficient in Word, Excel and Access. Ability to perform calculations to determine concentrations and ratios. Ability to work both independently and cooperatively as a team member. Extensive laboratory experience and/or training that demonstrates the ability to successfully process samples and perform analysis. Ability to perform meticulous measurement of delicate samples and assist in the production of radiopharmaceuticals.

DUTIES : Perform in vitro investigations using Radio immuno assays such as glomerulo filtration rate determination. Provide a thyroid screening service using neonatal cord blood samples. Produce or assist with the production of radiopharmaceuticals. Act as radiation protection officer and assist in the safe ordering, storage and usage of radio-isotopes. Maintain accurate department records, assist in reports to statutory bodies and provide statistical data as required. Perform required laboratory administrative duties (including laboratory management, quality control, safety processes, process improvement, and ordering supplies), training of other staff, and other duties and projects as required.

ENQUIRIES : Dr A Brink, Tel No (021) 658-5367
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
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 : 20 April 2018

POST 14/56 : **SUPERVISOR STERILISATION OPERATOR: (CSSD AND GAS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R152 862 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9) (Std 7). Experience: Appropriate experience and knowledge of Gas/Sterilisation processes and biological monitoring. Inherent requirement of the job: Ability and willingness to work shifts, including weekends and public holidays as requested. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, decision-making and problem solving skills, as well as computer literacy. Knowledge of tracking and tracing systems in CSSD. Ability to manage others and work in a cooperative way within a team context. Proof of completion of the foundation and basic (Sterilisation and Decontamination) courses in Central Sterile Services will be an added advantage.

DUTIES : Effectively supervise and manage CSSD/Gas staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling), develop and implement basic standard operating procedures. Quality assurance by means of effective infection prevention control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times and compliance with National Core Standards. Stock control, which includes management, order, control of equipment, supplies, up-to-date inventory and loss control of equipment and theatre linen and Cost effective use, monitoring and evaluation of consumables as well as implementation and adherence to policies, prescripts and procedures. Assist with planning, organisation and monitoring of all activities within the CSSD/Gas sterilisation department, as well as the management of loan sets. Liaise with internal and external stakeholders.

ENQUIRIES : Ms S Nieuwoudt, Tel No (023) 348-6455
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

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

CLOSING DATE : 26 April 2018

POST 14/57 : **BUILDING MANAGEMENT SYSTEMS OPERATOR**

SALARY : R152 862 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Appropriate NQF level 4 Certificate plus Technical Matric Certificate. Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Electrical or Electronic background will be an added advantage. Competencies (knowledge/skills): Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).

DUTIES : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up to date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.

ENQUIRIES : Mr AK Mgcodo / Mr I Jacobs, Tel No (021) 404-6314 / 5055

APPLICATIONS : 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. Successful candidates might be subjected to a competency test.
CLOSING DATE : 26 April 2018

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via www.westerncape.gov.za/jobs
CLOSING DATE : 23 April 2018
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON

POST 14/58 : **DIRECTOR: PROVINCIAL TRANSPORT REGISTRATION, REF NO: TPW 2018-24**
SALARY : All –inclusive salary package of R948 174 - R1 116 918 per annum (Level 13). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
CENTRE REQUIREMENTS : Department of Transport and Public Work, Western Cape Government
 A relevant undergraduate qualification (NQF 7) as recognised by SAQA; A minimum of 5 years' middle/senior management experience; Valid Driver's licence. Competencies: In-depth knowledge of the following: Applicable policies and procedures; Management principles; Public service procedures; HR procedures; Employee relations; Financial Management; Empowerment; Capacity building; Project Management; Community facilitation; and Transport legislation and policies; Additional consideration of the following: Conflict management / resolution experience; Legal/quasi-legal experience; Court procedures; and Legal writing.
DUTIES : Strategic capability and leadership (including Change Management); Programme and Project Management; and Ensure efficient and effective oversight and management for all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound employee relations.
ENQUIRIES : Mr Y Ahmed at (021) 483 2137

OTHER POST

POST 14/59 : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE, REF NO: TPW 2018-59**
SALARY : R281 418 (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant National Diploma with a minimum of 1-year relevant experience in the management accounting/financial accounting environment Recommendations:

Experience in the following: Management Accounting and/or Financial Accounting field; Database Management and administration; Project Management. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA; Budget Management, compilation and reporting procedures; Ability to interpret applicable policies, legislation, guidelines, standards, procedures and best practices; Knowledge and experience in Financial systems; Proven advanced computer skills, especially Excel; Policy formulation and ability to interpret and apply policy; Report writing and formulation skills; Problem solving and analytical skills; Communication skills (written and verbal) in at least two official languages of the Western Cape Province.

- DUTIES** : Budget planning and preparation for a Programme; Budget monitoring, analysing and reporting on expenditure for a Programme; Adjustments estimate for the programme; Annual Financial Statements. Collate financial supporting documents.
- ENQUIRIES** : Ms S Jaffer at (021) 483 3426
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- 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.
- CLOSING DATE** : 23 April 2018