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 COOPERATIVE GOVERNANCE

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

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta08@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling, Tel No: 012 811 1900

CLOSING DATE: 04 May 2018

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 15/01: SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL INFRASTRUCTURE POLICY, STAKEHOLDER AND SECTOR COLLABORATION REF NO: 23837/01

SALARY: R281 418 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Public Finance or equivalent qualification. A minimum of 2 to 3 years experience in Public Finance. Generic Competencies: Quality of work, reliability, initiative, communication skills, interpersonal relations, team work as well as planning and execution skills. Technical Competencies: Government key priorities and programmes such as the Municipal Infrastructure Grant (MIG) in relation to Local Government. Financial and analytical skills as well as interpretation of legislative provisions of the Division of Revenue Act.

DUTIES: The incumbent will perform the following duties: Prepare sundry payment advices in accordance with the latest payment schedule. Assist in verifying and reconciling proof of payments per Municipality with National Treasury reports. Follow up payment rejections with Departmental finance section. Ensure that all correspondence relating to fund administration to and from Municipalities are filed for audit purposes and are captured on the MIG-MIS. Collate financial progress information from the National Provincial Teams and reconcile with the reports generated from the MIG-MIS. Arrange and coordinate meetings that relate to the function of fund administration.

ENQUIRIES: Mr W. Heydenreich, Tel No: 012 336 5656
DEPARTMENT OF ENERGY

APPLICATIONS : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION : Mr. D Mbhokota/ Mr. T Kekana

CLOSING DATE : 30 April 2018

NOTE : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POSTS

POST 15/02 : DEPUTY DIRECTOR: LOGISTICAL SERVICES

SALARY : R657 558 per annum (all-inclusive) (Level 11)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma/Degree in Public Management/Public Administration/Public Procurement Management, Supply Chain Management or Logistics Management with a minimum of 3 years at a Junior managerial level in Supply Chain Management PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, Logis, Thinking Demand: Problem Solving, Ability to Negotiate, Report Writing, Skills: Computer Literacy, Financial Management, Good verbal and written communication, Ability to communicate at all levels, Personal Attributes: Self-driven, Innovative and self-confident, Ability to work under pressure

DUTIES : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the process of purchasing, receiving, storing, issuing and payment for goods and services; Develop, maintain and implement departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment for goods and services; Advise users and suppliers on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment for goods and services; Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment, Evaluate and monitor performance appraisal of subordinates, Ensure capacity building and training of staff in the sub-directorate, Develop job descriptions for subordinates, Implement workplace discipline, Provide monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify their needs and incorporate them in business planning process, Develop/review internal work process (SOPs) and provide inputs on the
development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms B Musi ☎️012 406 7713

POST 15/03 : ADMINISTRATION CLERK: REQUEST REPOSITORY

SALARY : R152 862 per annum (Level 05)
CENTRE : Pretoria (Head-Office)
REQUIREMENTS : Senior Certificate (Grade 12), Minimum of 1 year experience in administrative/clerical environment PLUS the following key competencies: Knowledge of Public Finance Management Act, Supply Chain Management, PPPFA, Thinking Demand Creativity, Analytical thinking, Skills Computer Literacy, Good verbal and written communication, Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. National Diploma in Finance/Procurement/Logistics/Administration will be an added advantage.

DUTIES : Verify completeness and accuracy of requests and advise end users. Ensure that needs are budgeted for (funds provided, allocations correctly indicated, etc.).Register all requests. Forward all requests for processing. Verify allocations and item description.

ENQUIRIES : Ms K Pitse ☎️012 406 7742
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

ANNEXURE C

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.

FOR ATTENTION: Mr L I Letshedi

CLOSING DATE: 30 April 2018

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. 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 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 15/04: DIRECTOR: INTERNAL AUDIT (REF NO: COO12/2017)

SALARY: Remuneration package of R948 174 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree in Auditing/ Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7). Minimum of 5 years’ experience at a middle/senior managerial level. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations. Proven strategic management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours.

DUTIES: Provide management support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation’s audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committee. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of the
approved operational and strategic plans, policies and procedures and internal audit guidelines. Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure. Facilitate the Audit and Risk Committee functions.

**ENQUIRIES**

Ms H Schoeman; Tel No: (012) 399 9890
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

APPLICATIONS

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

FOR ATTENTION

Mr S Matshageng

CLOSING DATE

30 April 2018

NOTE

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

OTHER POSTS

POST 15/05

ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATOR
Directorate: Media Buying

SALARY

Commencing Salary: R334 545 per annum

CENTRE

Pretoria

REQUIREMENTS

Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Finance or Business Studies and at least 3 years’ experience with an emphasis on the following: An in-depth knowledge and understanding of the PFMA and Procurement Policies, Client orientation and customer focus; experience in managing a suspense account; technical knowledge and experience of the process of reconciling various accounts; the ability to conduct desktop research to identify issues and developments and use them to introduce new innovative ways of reporting, extensive experience in financial managing and drawing up financial reports and analysis, strong knowledge of the government communication environment and government’s policies and key priorities; staff management and supervision skills and experience. The ideal candidate must be able to work under pressure as part of a team and adhere to set deadlines. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. Excellent understanding of the requirements for effective financial management. Ability to generate quick financial reports. Quality driven with solid independent research skills to obtain factual information and authentic detail. He/she must have the ability to use modern electronic systems to convey information, handle multiple
tasks and cope under pressure, and coordinate work within a team environment. In addition, he/she must possess excellent interpersonal, communication, interviewing and problem solving skills. Staff management, project management and supervision skills and experience.

**DUTIES**

The successful incumbent will be responsible for the maintenance and expansion of the suspense account for all services required by Media Buying and its clients, and render support to the Directorate Media Buying, Finance section, SCM section, clients and service providers in terms of its Suspense Account. Financial Management of all campaigns implemented for other Departments as well as GCIS campaigns per financial year. Proper Financial Administration and record keeping of all memo on route for the approval of campaigns for other Departments as well as GCIS campaigns per financial year. Compiling financial reports for the Director and Chief Director Media Buying for reporting purposes. Compiling financial reports to Departments to enable them to answer their Parliamentary question with regard to Media Buying. Reconciliation of campaign funds for Media Planning, Departments and the Directorate: Finance Assist with Audit queries with regard to Media Buying. Assist Directorate Finance with red flags on monthly statements by checking and verifying correct allocations of expenditure and commitment against campaign with red flags, and ensure that corrections are done before it’s send to relevant Departments. Confirmation of accruals and commitment on monthly, quarterly and annual basis. Ensure that all expenditures are allocated to the correct project account. Monthly budget projections for the Directorate Media Buying. Liaising with Service Providers to ensure that all invoices and proof of flighting is received and sent through for payment. Liaising with Supply Chain Management and Finance to ensure payments are processed correctly and on time. Liaising with SCM to ensure the accurate caption of the commitment register.

**ENQUIRIES**

Mr S Mlisa: Tel No: 012 473 0287

**POST 15/06**

**ADMINISTRATIVE OFFICER**

Directorate: Security and Facilities Management

**SALARY**

All-inclusive salary package: R226 611 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in possession of an appropriate National Diploma (NQF 6) in Supply Chain Management/ Public Management / Administration / Facilities Management / Property Management/ Civil Engineering/ Electrical Engineering / Mechanical Engineering or any related qualification. Two (2) years’ experience in Facilities Management/ Contract Management and experience on Ms excel. The candidate should have knowledge in GIAMA Act, OHS Act, Minimum Security Standards, Batho Pele Principles, Treasury Regulations and Government Procurement Procedures. Have understanding of the finance, Supply Chain Management and budget processes. The candidate should have the ability to interpret and apply government policies, have people management and empowerment, communication, good writing, excellent problem solving and Computer literacy skills. The candidate should be able to work in a team, priorities work and work under pressure. Driver’s license is essential.

**DUTIES**

The successful incumbent will be responsible for the administration of day to day maintenance and building inspection, administration of preventative and statutory Maintenance SLAs, conduct OHS inspections, administration and management of head office and all GCIS regions properties leased by the department. Ensure that lease agreements are valid and compliant. Administer office accommodation rental and municipal payments, assist with the security administration. The candidate will be required to compile weekly and monthly reports and submit to the Deputy Director: Facilities. The candidate will be responsible to supervise and development of Maintenance and Facilities subordinates including cleaners and food service coordinators.

**ENQUIRES**

Ms Xoliswa Job Tel No: (012) 473 0334
APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 02 May 2018, 12H00 No late applications will be considered.

NOTE: Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POST

POST 15/07: SENIOR ADMINISTRATION OFFICER: INFORMATION SECURITY COMPLIANCE MONITORING (REF NO: SAO/IS-CM/2018/04-1P)

SALARY: R281 481 - R331 497 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification in Information Technology or equivalent three year qualification with 3 years proven experience in Information Security administration. Supervisory experience will be an advantage. Valid drivers’ license is mandatory, at least one year old (a certified copy must be attached to the application). Knowledge of Minimum Information Security Standards (MISS) Act, Access to Information Act, GEPF products, proficient knowledge in Policy.

**DUTIES**

The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Monitoring of Information Security Compliance within GPAA and GEPF; Conduct compliance monitoring of systems, processes and personnel to establish the level of compliance to the Information Security initiatives. Coordinate and facilitate training of new and current GPAA and GEPF staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality and availability. Submit reports of Information security related breaches, take appropriate actions to mitigate risks, investigate breaches and make recommendations to the management for corrective actions. Evaluate the GPAA and GEPF business unit’s operational processes to establish the level for compliance to the Information Security regulations. Review and propose improvements to the existing Information security initiatives e.g. policies, standards. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide report to the management. Stay abreast of new and current trends and development in the ICT and Document Security fields to efficiently advise the ASM Compliance on the implementation of appropriate counter measures. Participate in Sub-Business Unit Planning and reporting initiatives: Participate in operational planning and regularly report about status of operations and projects to ASM ICT Security or Compliance. Participate in the administrative processes of the Division. Assist with strategic and operational planning for the division. Conduct regular feedback and communication with ASM ICT Security or Compliance.

**ENQUIRIES**

Ms Felicia Mahlabla Tel No: 012 319 1455

**NOTE**

A Senior Administration Officer – Information Security Compliance Monitoring position is currently available at the Government Pensions Administration Agency: Information Security Division. The incumbent will effectively monitor Information Security Compliance processes and activities within the GPAA and GEPF. This position will be filled as a permanent position.
GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

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

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

CLOSING DATE: 07 May 2018

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

OTHER POSTS

POST 15/08: INTERNAL AUDIT SPECIALIST REF NO: (GPW 18/18)

SALARY: R657 558 per annum (all-inclusive package), (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) specializing in internal auditing. 4-5 years relevant working experience of which at least 2-3 years must be at a supervisory level. Extensive knowledge of the IIA standards. Ability to prepare and review audit working papers. Excellent writing ability and verbal communication skills. Good presentation skills and the ability to liaise at a senior level. Computer literate with competence in Microsoft Office suite packages. Maintain confidentiality and be able to work independently. Knowledge of Public Finance Management Act and Treasury Regulations. Applicants must also be able to work as part of a team, have strong problem solving skills and results orientation and work well under pressure. Adherence to independence and audit objectivity principles. Membership and good standing with the IIA. Valid code 08 driver’s license. CIA certification will be an added advantage.

DUTIES: Coordinate audit assignments. Supervise and review audit engagements and assess audit results against audit engagement objectives and scope. Assist with execution of integrated audit procedures. Evaluate audit conclusions and recommendations, compile draft and final audit reports. Assist with quality reviews of audit work to ensure adherence to quality standards required by IIA. Provide coaching and constructive feedback on performance to members of the audit team. Review implementation of audit recommendations. Perform follow-ups on management action plans. Provide input into IA plans, methodologies and framework. Research and enhance operational audit programmes. Prepare regular progress reports on annual audit plan.

ENQUIRIES: Ms C. Shibambo Tel No: (012) 748 6082
POST 15/09 : DEPUTY DIRECTOR: MARKET RESEARCH REF NO: (GPW 18/19)

SALARY : R657 558 per annum (All-Inclusive Package), (Level 11)
CENTRE : Pretoria
REQUIREMENTS : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Statistics or Marketing, 4-5 years relevant experience, of which 3 years must be in a marketing research environment. Must be able to work independently. Excellent computer literacy in MS Office software (Word, Excel and Outlook). Good presentation skills. A valid code 08 driver’s license.

DUTIES : Assess all research requirements and plan accordingly. Liaise with research service providers and manage relationships. Lead research projects, which includes preparing research plans, establishing timelines and project scope, managing research project budgets, managing vendors, coordinating data collection and entry, preparing written reports, giving oral presentation, developing appropriate research methodologies, and following up on projects with clients. Design and conduct quantitative and qualitative market research based on client project intake; conceptualize, design, and deliver timely research based on appropriate market research practice, client needs, and strategic goals; identify and use cost-effective, efficient, and reliable research resources, techniques, and vendors. Conduct competitive/industry/market trend research in specific segments, markets, and delivery modes using appropriate specialized data sources. Apply a long-term strategic approach to research to proactively identify market opportunities and threats and customer needs; initiate strategic, proactive research projects to meet long-term strategic goals and to develop comprehensive market insights. Communicate research findings and provide relevant and actionable insight to clients for decision-making around identified needs and opportunities; identify and use appropriate tools for clear conveyance of information. Provision of research reports including purchasing of off-the shelf reports.

ENQUIRIES : Mr N Dlamini, Tel No: (012) 748-6191

POST 15/10 : ASSISTANT DIRECTOR: GENERAL LEDGER REF NO: (GPW 18/20)

SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria

DUTIES : Oversee and review the clearing of exceptions and reconciling items. Oversee monthly and year-end closing of books. Verify journal entries. Approve / perform daily, weekly and monthly processing of transactions on ERP. Review bank reconciliations. Oversee and perform monthly general ledger accounts reconciliations. Assist with monthly and other reporting requirement. Maintain financial records in compliance with policies and procedures. Maintain integrity of general ledger in line with IFRS, statutory and other requirements. Comply with finance procedures and policies (system of internal control) as required by GPW. Assist with audit queries. Resolve complaints from outside institutions. Resolve administrative queries. Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES : Ms. H Curlewis, Tel No: (012) – 748-6244

POST 15/11 : PRINTING WORK PLANNER (SALES ESTIMATOR) X2 POSTS REF NO: (GPW 18/21)

SALARY : R281 418 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) qualification in Costing / Estimation field. 2 - 3 years’ applicable experience of which 1 – 2 years’ must be in estimation. OR a Senior Certificate (or equivalent qualification) plus a completed apprenticeship in a printing trade and an Estimation Certificate plus 5-7 years’ applicable experience in project or printing estimation. Basic financial management skills. Client orientated and customer focused. Planning, organising and basic administrative skills. Computer literacy. Good interpersonal and communication skills. Attention to detail.

DUTIES: Cost effectively calculate / estimate the costs of a product from receiving in order, to design printing, finishing and distribution. Receive and record all requests for quotations. Conduct customer consultations. Check the accuracy and viability of the product specification. Generate cost estimates for the product from receiving the order, to design, finishing and distribution, working with various sections. Prepare customer quotations. Send the quotations to customers. Provide customer service (internal and external customers). Assess the cost effectiveness of products or services, tracking actual costs relative to product. Ensure quality control and reduction of wastage.

ENQUIRIES: Mr V Ngobeni Tel No: (012) 748-6390

POST 15/12: REGIONAL MANAGER: MMABATHO STATIONERY WAREHOUSE REF NO: (GPW 18/22)

SALARY: R281 418 per annum (Level 08)
CENTRE: Mmabatho
REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6), 5-7 years’ experience in warehouse and distribution management, 2-3 years’ proven supervisory experience. Good computer literacy in MS Office (Word, Excel and Outlook). Good interpersonal skills.

DUTIES: Manage all activities within the GPW North West regional stationery warehouse by ensuring effective inventory control, sound administration, proper financial management, financial analysis, budgeting and accountability. Establish effective security, stock control and optimum storage conditions. Oversee the inward, outward and reverse logistics. Monitor stock levels in storage and stock rotations that take into account production periods. Ensure all goods are stored securely and safely. Ensure accurate capturing of warehouse transactions on the financial systems, timeous invoicing and adequate record management. Provide management with weekly/monthly reports. Ensure compliance with relevant legal and statutory requirements, e.g. health and safety. Ensure staff development, coaching, mentoring and performance appraisals.

ENQUIRIES: Mr S Rizvi, Tel No: (012) 748-6380

POST 15/13: SENIOR ADMINISTRATIVE OFFICER (STRATEGIC SUPPORT) REF NO: (GPW 18/23)

SALARY: R281 418 per annum (Level 08)
CENTRE: Pretoria

DUTIES: The successful candidate will perform the following duties: Provisioning of support to Risk and Compliance Specialist in terms of conducting risk assessments, drafting risk mitigation strategies, monitoring and reporting progress on implementation of risk mitigation plans, coordination of risk management training/awareness workshops, providing secretariat support to the risk
management committee and Operational Risk Management Committee (ORMC). Perform general administrative activities in support of the unit.

**ENQUIRIES**: Mr A Sibanyoni, Tel No: (012) 748 – 6183

**POST 15/14**: **SENIOR ADMINISTRATIVE OFFICER (FACILITIES) REF NO: (GPW 18/24)**

**SALARY**: R281 418 per annum (Level 08)

**CENTRE**: Pretoria

**REQUIREMENTS**:
- Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Property / Facilities management or Commerce / Business Economics with 2-3 experience in property / facilities management. 1-2 years’ supervisory experience.
- Problem solving skills. Good computer literacy in MS Office software (Word, Excel and Outlook). Good verbal communication as well as good interpersonal skills. A valid code 08 driver’s license.

**DUTIES**: The successful candidate will perform the following duties: Ensure GPW facilities provide a safe, clean, and comfortable work environment. Conduct regular building audits to ensure compliance with legal, safety, health and environmental standards. Implementation of building lease agreements for the department. Manage planned and unplanned building maintenance services. Review, align and implement floor plans to ensure compliance with the contingency plan of the department. Manage parking, cleaning, hygiene services and implementation of Service Level Agreements. Coordinate with Department of Public Works on contracts and facilities maintenance.

**ENQUIRIES**: Mr Eric Chibasa, Tel No: (012) 748 – 6396

**POST 15/15**: **ARTISAN (SPECIALISED PRODUCTION) A (ROTARY WEB-FED OFFSET PRINTING) REF NO: (GPW18/27) (2 POSTS)**

**SALARY**: R252 273 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**:
- Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web-fed Offset Printing. 5 years’ post-qualification experience. Excellent knowledge of computerized printing presses. Quality Conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES**: Responsible to adjust, run and maintain Web-fed multi-colour printing equipment/machines. Ensure optimum productivity and maintain high quality standards of printing. Facilitate and ensure quality assurance and control. Reconcile documents daily. Responsible for basic operating and maintenance. Train learners and artisans. Adherence to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr A Singh Tel No: (012) 748-6304

**POST 15/16**: **ARTISAN (PRODUCTION) GRADE A (ROTARY WEB-FED OFFSET PRINTING) REF NO: (GPW18/28) (2 POSTS)**

**SALARY**: R167 778 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**:
- Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web-fed Offset Printing. Knowledge of computerized printing presses. Good computer skills. Quality conscious. Willingness to work shifts. Grade 12 will be an added advantage.

**DUTIES**: Responsible to adjust, run and maintain Web-fed multi-colour printing equipment/machines. Ensure optimum productivity and maintain high quality standards of printing. Reconcile documents daily. Responsible for basic operating and maintenance. Adherence to Occupational Health and Safety regulations and procedures.

**ENQUIRIES**: Mr A Singh Tel No: (012) 748-6304

**POST 15/17**: **DRIVER (HEAVY VEHICLE) REF NO: (GPW 18/25)**

**SALARY**: R152 862 per annum (Level 05)

**CENTRE**: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification with at least 1 - 2 years’ truck driving experience. Valid code 10 driving licence with PDP. Knowledge of stock management, customer service and distribution of goods. Experience in operating a fork lift will be an added advantage. Willingness to work extended hours.

DUTIES: Drive heavy vehicles, delivery vans and light vehicles. Delivery and or collect printed matter and related items to and from customers. Assist with loading and off of items. Drive GPW officials, internal and external clients and official visitors as may be requested. Comply with all traffic regulations, e.g speed limits. Comply with control requirements relating to GPW fleet vehicles. Responsible for routine maintenance and garaging of the vehicles and timely.

ENQUIRIES: Mr J Khosa, Tel No: (012) 748 – 6382

POST 15/18: ADMINISTRATION CLERK (FACILITIES) REF NO: (GPW 18/26)

SALARY: R152 862 per annum (Level 05)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification with 1 -2 years’ relevant administrative experience with preference in facilities management or cleaning services. Good interpersonal relations and communication skills. Problem solving skills. Computer literacy. A valid code 08 driver’s license will be an added advantage.


ENQUIRIES: Mr E Chibasa, Tel No: (012) 748 – 6396
ANNEXURE G

DEPARTMENT OF HEALTH

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

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 001 and delivered applications may be submitted at Reception (Brown application Box), Civitas Building, Corner of Thabo Sehume (formerly known as Andries) and Struben streets Pretoria.

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 30 April 2018 12:00 Mid-Day

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

OTHER POSTS

POST 15/19: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (X3 POSTS) (KWAZULU NATAL X2 POSTS REF NO: NDOH 20/2018) (WESTERN CAPE-X1 POST REF NO: NDOH 21/2018)

Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health

SALARY: R281 148 per annum as per OSD.

CENTRE: Coastal Region

REQUIREMENTS: A Bachelor’s degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. At least one (1) year experience in environmental health. Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework related to environmental health. Good communication (verbal and written), administrative, financial management, interpersonal and computer skills (MS Office packages). A valid driver’s license.

DUTIES: Control the importation of port health related products. Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to International Health Regulations and relevant legislations. Inspection, sampling and detaining for assessment any imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance for chemical, microbiological, histological, irradiation and labeling purposes. Provide communicable diseases control in the point of entry. Verify authenticity and issue related health documents such as Extended Health Detention, Ship Sanitation Control Exemption Certificate, International Certificate of Vaccination or Prophylaxis and General Declaration of Health. Provide general administrative duties. Compile daily, weekly and monthly statistics for Points of Entry (PoE) operations. Participate in PEMC and outbreak response team.

ENQUIRIES: Ms A P Hargreaves at Tel (031) 301 0381
NOTE: Preference will be given to Coloured and Indian applicants. Certified copies of original certificates of service must be submitted with the application.

POST 15/20: PROFESSIONAL NURSE – (GENERAL NURSING) (REF NO: NDOH 24/2018)
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services

SALARY: Grade 1: R226 083 per annum
CENTRE: Gauteng

REQUIREMENTS: A Degree/Diploma in Nursing (community health science or psychiatric nursing and midwifery). Registration with the SANC as a professional nurse with proof of registration. A minimum of two (2) years in nursing after registering as Professional Nurse with the SANC in General Nursing. Original certified certificates of service must be submitted with your application as well as proof of registration as a Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD. Knowledge of Port Health, South African Legislation, International Health Regulations and the Control of Communicable diseases. Good communication (written and verbal), planning, administrative, financial, research/analysis and computer skills. Perform nursing duties according to the scope of practice and have a valid driver's license.

DUTIES: Provision of good clinical practice; manage medical emergencies. Provide evidence of accurate completed passenger documents. Ensure surveillance of passengers with confirmed communicable diseases are reported and followed up with the district surveillance officer. Optimal client care; ensure customer complaints reported, documented and resolved within 7 weeks. Quality Nursing Care; ensure implementation of infection control guidelines, occupational health and safety and outbreak response to communicable diseases. Ensure implementation of health regulations, policies and related legislation. Departmental and interdepartmental relations. Provide evidence of information sharing in the form of feedback; peer coaching and ensure conflicts are reported and managed professionally amongst peers.

ENQUIRIES: Mr P Jacobs at (011) 613-5522

POST 15/21: ENVIRONMENTAL HEALTH ASSISTANT (REF NO: NDOH 22/2018)
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services - SD

SALARY: Grade 1: R185 301 – R211 875 per annum
Grade 2: R218 274 – R264 888 per annum
CENTRE: Western Cape

REQUIREMENTS: Grade 1: A National Diploma in Environmental Health (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the HPCSA as Environmental Health Assistant. Grade 2: Qualification and registration requirements as indicated for Grade 1 plus a minimum of ten (10) years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession. Qualification and experience as indicated above. Knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework related to environmental health. Good communication (verbal and written), report writing and computer skills (MS Office packages). A valid driver’s licence.

DUTIES: Inspection and clearance of all international conveyances. Checking of free pratique messages and entering of all granted free pratique messages onto shipping list. Monitor vectorbourne diseases at point of entry. Identify all importers of used tyre casing arriving from the east. Monitor safe disposal of gallery waste in point of entry. Conduct health education to crew working in the gallery. Assist in sampling of imported products. Extraction of grain products on-board vessels. Rendering of office and administrative duties.

ENQUIRIES: Ms A P Hargreaves at Tel (031) 301 0381
NOTE: Preference will be given to Coloured and Indian applicants.
POST 15/22 : ADMINISTRATION CLERK (PRODUCTION) (REF NO: 23/2018)

SALARY : R152 862 per annum (plus competitive benefits).
CENTRE : National Department of Health
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate. At least one (1) year experience in office administration. Knowledge and understanding of legislative framework governing the Public Service. Good communication (verbal and written), interpersonal, planning, organizational and computer (Ms Word, Ms Excel and PowerPoint) skills. Ability to work independently, under pressure and with a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services. Maintain leave register. Arrange travelling and accommodation. Provide financial administration support services. Capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

ENQUIRIES : Mr T Thoka at Tel No: (012) 395-9276
NOTE : Please note that this post is advertised to create a database which will be utilised for six months only from the closing date of the advert. The duties may differ based on the Directorate’s operational requirements. Preference will be given to people with disabilities.
ANNEXURE H

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (KING HINTSA (TVET) COLLEGE)

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ihiba Township, Butterworth.

CLOSING DATE: 30 April 2018, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form EDP01 for Lecturers obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

POST 15/23

HEAD OF DEPARTMENT: ENGINEERING PL3 REF NO: KHC 2018/ 04-01

SALARY: R367 500 per annum
CENTRE: King Hintsa TVET College (Teko Campus)
REQUIREMENTS: An appropriate M+3 degree or diploma; An artisan qualification will be an added advantage; a professional teacher’s qualification with a minimum of 5 years teaching experience; experience in management will be an added advantage; It is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook). Must possess a driver’s license; Assessor and / or moderator training will be an added advantage. Competencies: An understanding of the TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work, if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisors/managers; Must be able to work under pressure and adopt to changes in the TVET sector.

DUTIES: The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, evaluate and support the setting and moderation of assessments; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, evaluate and support educator and learner performance; Procurement, distribution and retrieval of learning and teaching material; Monitor campus-based and cross-campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and for academic board; Responsible for timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners; Manage absenteeism of lecturers and students; Lecture minimum hours as per the educator workload in ELRC Collective Agreement 1 of 2013.

ENQUIRIES: Mr MM Ndzame at 047 401 6400

POST 15/24

STATE ACCOUNTANT SL 8 REF NO: KHC 2018/ 04-02

SALARY: R281 418 per annum
CENTRE: King Hintsa TVET College
REQUIREMENTS: Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Accounting or relevant field with 3 years working experience as a junior accountant/Accounting clerk, Computer skills Ms Word, Ms excel and Power point. Knowledge of TVET
Sector would be an added advantage and valid driver’s licence. Competencies: A motivated, optimistic and results driven individual who is able to work under pressure and meet deadlines. Good communication skills analytical and critical thinking as well as problem solving.

**DUTIES**
- manage the financial function of the College (Debtors, Creditors, Payroll, Expenses and cash management) Ensure the daily Reconciliation of the College bank accounts. Ensure the monthly reconciliation of Central Office and Campus petty cash. Prepare annual financial statements in accordance to GRAP requirements. Develop Finance Management Report on Monthly basis. Assist in internal and external Auditors during Audit. Perform any other work related duties and responsibilities that may be assigned from time to time by the line manager.

**ENQUIRIES**
- Mr MM Ndizame at 047 401 6400

**POST 15/25**
- **LECTURER: TOURISM (REPORT 191) 2 POSTS PL1 REF NO KHC 2018/ 04-03**

**SALARY**
- R185 769 per annum

**CENTRE**
- King Hintsa TVET College (Kobonqaba Satellite Campus)

**REQUIREMENTS**
- Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Tourism; a Teacher’s qualification; Teaching experience in a TVET College will be an added advantage; Be able to teach Tourism N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; ITS system knowledge will be added advantage; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

**DUTIES**
- Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

**ENQUIRIES**
- Mr MM Ndizame at 047 401 6400

**POST 15/26**
- **LECTURER HOSPITALITY (REPORT 191) 2 POSTS PL1 REF NO: 2018/ 04-04**

**SALARY**
- R185 769 per annum

**CENTRE**
- King Hintsa TVET College (Centane Campus)

**REQUIREMENTS**
- Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Utility Studies/ Hospitality; a Teacher’s qualification; Teaching experience in a TVET College, will be an added advantage; Be able to teach Hospitality N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

**DUTIES**
- Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with
Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES: Mr MM Ndzame at 047 401 6400

POST 15/27: LECTURER LIFE ORIENTATION PL1 REF NO: 2018/04-05

SALARY: R185 769 per annum
CENTRE: King Hintsa TVET College (Teko Campus)
REQUIREMENTS:
Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Life Orientation and English; a Teacher's qualification; Teaching experience in a TVET College, Assessor and Moderator will be added advantages; Be able to teach Life Orientation and English in Levels 2-4. Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES:
Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES: Mr MM Ndzame at 047 401 6400

APPLICATIONS: All applications must be hand delivered and directed to the Manager: Human Resources Department; using the following address: Physical Address 218 Mthatha Road, Ibika Location, Butterworth, 4960.

NOTE: Please submit your application letters, certified copies of qualifications, certified ID copy and a detailed CV. Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates. King Hintsa TVET
College is urgently looking for Facilitators to offer their services in Learnerships for a short term period of 04 months.

**POST 15/29**

**FACILITATOR: LEARNERSHIP PROGRAMMES (4 MONTHS CONTRACT) REF NO: KHC 2018/0402/OP (X1 POST)**
Facilitator: Occupational Programmes

**SALARY**

R185 769 per annum (Post Level 1)

**REQUIREMENTS**

National Diploma or Degree in Business Management or any M^3 relevant qualifications. Must be a registered Assessor and Moderator with W&R SETA. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

**DUTIES**

Assist with registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Admin Clerk, Project Coordinator, Placement Officer, Manager Occupational Programmes in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

**ENQUIRIES**

Max Ndzame at 047 401 6400

**APPLICATIONS**

All applications must be hand delivered and directed to the Manager: Human Resources Department; using the following address: Physical Address 218 Mthatha Road, Ibika Location, Butterworth, 4960.

**NOTE**

Please submit your application letters, certified copies of qualifications, certified ID copy and a detailed CV. Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates. King Hintsa TVET College is urgently looking for Facilitators to offer their services in Learnerships for a short term period of 04 months.
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply.

APPLICATIONS: The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002

FOR ATTENTION: ES Motsepe

CLOSING DATE: 04 May 2018

NOTE: All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered.

Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POSTS

POST 15/30: DEPUTY DIRECTOR: PERFORMANCE MONITORING AND CONTROL REF NO: DOHS/08/2018 (3 YEARS EMPLOYMENT CONTRACT)

Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Monitoring and Control

SALARY: R657 558 All-inclusive salary package per annum

CENTRE: Pretoria

REQUIREMENTS: The ideal candidate must have: An appropriate recognised Bachelor’s degree or equivalent qualification in Public Administration. Minimum 3-5 years’ experience on managerial level as well as training in the field of strategic planning and development, performance monitoring and or in depth knowledge of prescripts, policies and practices in Monitoring and Control field. Familiarity with Housing and Human Settlements delivery environment. In depth knowledge of the prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, and PFMA and
relevant legislative prescripts. Skills and Competencies: Excellent Analytical and problem solving abilities. Good investigative skills. Good planning and organising skills. The ability to influence and negotiate. Good people management and leadership skills.

**DUTIES**

Coordinate the provision of technical support on timeous/ accurate monitoring of the implementation of approved plans at allocated branches/programmes. Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans and in accordance with the framework principles. Validate and ensure alignment of programme managers’ verification statement against programme performance reports and performance agreements. Analysis and compliance of performance reports in line with legislative prescripts inclusion timeous submission to the relevant authorities and the oversight bodies.

**ENQUIRIES**

Mr P Mweli (012) 444-9118

**NOTE**

Representivity: Diversity is promoted Male and People with Disabilities are encouraged to apply

**POST 15/31**

ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/07/2018 (3 YEARS EMPLOYMENT CONTRACT)

Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Monitoring and Control

**SALARY**

R334 545 + 37% lieu benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must have a National Diploma / B degree in Public Management / Administration or Business process Plus 3 years’ experience in the Performance Monitoring field; understanding and application of the relevant Public Service legislative framework. Knowledge and experience in strategic planning and performance monitoring and evaluation. Experience in computer applications and information management. Valid driver’s license will be an added advantage. Skills and competencies: Performance Monitoring, evaluation & control; development and maintenance of database, problem solving, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative and good communication skills (verbal and written). Broad knowledge of Government development objectives, extensive computer literacy, ability to work independently, under pressure and meet deadlines.

**DUTIES**

The successful candidate will be responsible for: Provide technical support on timeous/ accurate tracking of progress on the implementation of the approved plans within branches/programmes. Compile the departmental performance report in line with the legislative prescripts. Conduct analysis of programme performance information on implemented approved plans/ (Including coordinating submission of branch performance information) (Quarterly, Mid-term and Annual Performance reports). Coordinate compliance related activities in line with the statutory prescripts-frameworks and legislation within the department. Validate and align Programme Managers’ verification statements against programmes performance reports and performance agreements.

**ENQUIRIES**

Ms ES Motsepe (012) 444-9119

**NOTE**

Representivity: Diversity is promoted Males and People with Disabilities are encouraged to apply
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS
Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

CLOSING DATE
30 April 2018

NOTE
Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. The successful candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

POST 15/32
COURT INTERMEDIARY 4 POSTS: NORTHERN CAPE

SALARY
R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Ref No: 01/18/NC Magistrate Office Kimberley 2 Posts
Ref No: 02/18/NC Magistrate Office Galeshewe 1 Post
Ref No: 03/18/NC Magistrate Office Colesburg 1 Post

REQUIREMENTS
Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Medicine, Psychology, Education, Family Counseling, Social work or Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counseling, educational psychologist and Family counselors. Minimum of three (3) years working experience in the applicable field. Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization. Educators as defined in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996), must be registered in terms of section 21 of the South African Council for Educators Act 2000 (Act No. 31 of 2000. Medical Practitioners must be registered in terms of Section 17 of the Health Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty of pediatrics or psychiatry, are registered. Family Counsellors appointed under section 3 (1) of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1984) and who are registered as clinical, counselling or educational psychologists. Social Workers must be registered in terms of Section 17 of the Social Service Professions Act, 1978 (Act No. 110 of 1978). Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage. Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 33 of 2007).
Legislation and regulations pertaining to public service and administration; Knowledge of trauma and developmental stages of witnesses. Knowledge of legal terms, terminology and understanding of Human Rights. A valid driver’s license. Skills and Competencies: Good Communication Skills (Written and Verbal). Computer Skills (MS Word). Sound Interpersonal Relations. Ability to work under pressure. Accuracy and Attention to Detail. Language requirements: a combination of the following will be considered. Fluency in English, Afrikaans, Setswana and Xhosa. Fluency in Xhosa is a strong recommendation. Fluency in any foreign languages will be an added advantage. The following qualities will be added recommendations: The ability to work with children/disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.

**DUTIES**

Act as Intermediary by facilitating court proceedings where children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18. Manage the efficient flow of all cases involving children and disabled persons. Facilitate the allocation of dates by utilizing the central diary to schedule matters. Maintain the Intermediary room and the resources therein. Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

**ENQUIRIES**

Mr. J Tope (053) 832 1300

**NOTE**

If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. The successful candidate will serve the Frances Baard, Pixley Ka Seme and John Taolo Gaetsewe Districts as well as the ZF Mgcawu and Namaqualand Districts, as and when the need arises.
DEPARTMENT OF LABOUR

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

APPLICATIONS
Chief Director: Human Resources Operations: Private Bag X 9005, East London, 5201 or hand deliver at Department of Labour, No.3 Hill Street, East London.

FOR ATTENTION

CLOSING DATE
02 May 2018 at 16:00

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

OTHER POST

POST 15/33
DEPUTY DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/149

SALARY
R657 558 per annum (All inclusive)

CENTRE
Provincial Office: East London

REQUIREMENTS

DUTIES
Provide an integrated human resources management support and ensure the implementation of all HR policies in the Province. Manage and coordinate the implementation of an integrated performance, training and development management in the Provincial office and Labour Centres. Manage the employment relations services in the Provincial office and Labour Centres. Manage the administration of service benefits, recruitment and selection for Provincial office and Labour Centres. Provide a financial management service in the Provincial
Office and Labour Centres. Manage the supply chain processes within the Provincial Office and Labour Centres.

ENQUIRIES : Mr. ALT Makapela, Tel No: (043) 701 3128
APPLICATIONS: Only applications submitted online via the e-Recruitment System @ https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx will be accepted.

CLOSING DATE: 30 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. 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 15/34

ICT SUPPORT TECHNICIAN (REF NO: 3/2/1/2018/107)
Directorate: ICT Service Management

SALARY: R226 611 per annum (Level 7)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Information Technology/Computer Science. Appropriate technical IT qualifications: Cisco CCNA Certificates, ITIL Foundation Certificate, Technical Certificates (A+, N+, MCSE). 1 year working experience in IT Technical support environment and ICT supporting hardware, software and network (2nd level support). Network management experience. Job related knowledge: Information Technology acts and policies; Internal control and risk management; Project management principles and tools; Technical aspects of information and communication technology goods and services. Job related skills: Planning and organizing; Communication (written and verbal); Supervisory; Computer literacy; Project management; Interpersonal relations; Problem solving and analysis; Change and diversity management. Ability to offer lessons and practical skills. A valid driver's licence (code 08).

DUTIES: Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanents fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff about potential uses of existing technology. Train staff about new and potential use. Provide individual training and support on request. Provide recommendations about accessing
information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security measures are met and policies are adhered and workshop ICT Policies. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy and etc. Monitor and maintain technology to ensure maximum access. Troubleshoot all technology issues. Maintain log and/or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software. Test and rollout all projects that OCIO is rolling out to the department and serve as a point of contact to regional technical staff regards to all projects undertaken by OCIO. Test new applications before implemented/installed in departmental Network and advice accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technician from other regions if there is a new applications in the Department.

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

POST 15/35 : ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/108)
Directorate: Quality Assurance and Administration

SALARY : R226 611 per annum (Level 7)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : National Diploma in Public Administration. 1-2 years relevant working experience. Practical knowledge of minute taking. Knowledge of meeting procedures, report writing and good command of Microsoft Office package. Job related skills: Communication; Planning and organizing; Interpersonal relations and Computer literacy.


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

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

CLOSING DATE: 30 April 2018 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POST

POST 15/36: DEPUTY DIRECTOR: ENTERPRISE & SUPPLIER DEVELOPMENT. REF NO: ESD 07/18

This is a re-advertisement and candidates who applied before are encouraged to re-apply.

SALARY: R657 558 all-inclusive package per annum

CENTRE: Pretoria

REQUIREMENTS: The successful candidate must possess a B. Degree or National Diploma (NQF 7 – 3 year qualification) in Business Administration, Developmental Studies or Economics. A minimum of six (6) years’ functional specialist experience in Enterprise and Supplier Development. Computer literacy and Driver’s License.

DUTIES: The incumbent is expected to facilitate the creation of an enabling environment for SMMEs through policies, strategies and programmes that support enterprise and supplier development in different industries. Develop small enterprises and suppliers across various industries. Design incentives for small enterprises and suppliers. Develop and monitor the implementation of instruments to support the productivity and growth of small enterprises and suppliers in different industries. Coordinate stakeholders and industry role players to solicit inputs on the implementation of small enterprises and supplier development programmes. Collaborate with the Market Access Unit to ensure that private sector partnerships culminate into enterprise and supplier development. Monitor the implementation and impact of the public procurement programme, especially the set aside policy in the 3 spheres of government. Facilitate enterprise and supplier development initiatives with private sector, international organisations, other governments and other departments. Communicate with external and internal stakeholders. Report on the implementation and impact of the public procurement programme. Manage human resources.

ENQUIRIES: Mr Mciniseli Jele, Tel No: (012) 394-5241

NOTE: EE Requirements: Preference will be given to African Male / Coloured Females / White Males and People with a disability.
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.

CLOSING DATE: 30 April 2018

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 15/37: DIRECTOR – GENERAL TRANSPORT (REF NO: DOT/HRM/04)

SALARY: All-inclusive salary package of R1 782 687 – R2 008 200 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor Degree in Public Administration /Management /Engineering /Transport Economics/ Transport Planning or an equivalent qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years’ relevant experience at a Senior Management and leadership position of which five (5) years must be with any organ of State. An appropriate Masters Degree will be an added advantage. The candidate must have extensive knowledge and experience in transport management: including transport policy, legislation, systems and operations. Additional requirements: Strong and strategic and leadership abilities. Extensive knowledge of Public Service Regulatory Frameworks and the Public Finance Management Act, Supply Chain Management and other relevant prescripts. Financial management skills. Understanding of change management. Knowledge of management of service delivery innovations. Problem solving skills and analysis. Client and customer orientation. Excellent communication skills, both verbal and written. Interpersonal and good networking skills. Analytical thinking and research skills. Computer literacy. The following will serve as strong recommendations: Ability to interact at both strategic and operational levels. The candidate must be an effective manager and leader with a proven track record of managing a complex portfolio consisting of all modes of transport (Road, Rail, Maritime, Civil Aviation and Public Transport). The ability to manage strategic risks in the field of transport planning, regulation and policy development in order to provide safe, reliable, sustainable and fully
integrated transport systems and infrastructure across all modes of transport in South Africa. S/he must be conversant with current global and national trends as well as research issues and debates and have ability to convert policy into action. The ability to build and lead high performance teams to drive the national transport policy, strategy and implementation plans that respond to the overall developmental objectives of our country. S/he must have the ability to promote good relations with stakeholders, social partners and civil society. Strong governance and administration skills to ensure effective performance and service delivery with regard to the Department’s obligations in Cabinet Clusters, Parliament, State-Owned Entities and the sector as a whole.

**DUTIES**: The successful candidate will: Render an effective, efficient strategic support and administrative services through the delivery of the Department’s strategic goals by applying an integrated management programme approach which also includes the provision of international relation support to the DoT and its Agencies as well as ensuring corporate governance support and monitoring mechanisms for public entities. Oversee the integration of cross-modal transport planning and facilitate the development and transformation of the transport sector to maximise Transport’s role in economic growth through conduct effective research. Monitor the performance and impact of modal transport policies and strategies. Manage macro sector planning within national and provincial governments; and coordinate the formulation of environmental policies and strategies for all modes of transport. Manage the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network; develop rail legislation, regulatory frameworks, policies and strategies which are aligned to DoT strategic objectives and international norms and standards, as well as providing guidance on the development of an integrated transportation system network; develop, maintain and implement rail infrastructure network; explore funding mechanisms and coordinate funding needs of rail public entities informed by the Department’s strategic objectives. Provide leadership in the development and implementation of safe, reliable integrated road infrastructure network and passenger transport systems through the development and implementation of policies, strategies, norms and standards, road engineering standards that will result in the creation of an efficient transport system by extending access to transport services, reducing travel times and cost, improving transport service quality, and promoting greater integration and co-ordination with other transport modes. Ensure the regulation of road safety and traffic management through the implementation of sustainable and consistent road safety education programmes and traffic law enforcement operations. Ensure an effective civil aviation industry through planning and development of integrated aviation infrastructure network and operations with an effective international and regional regulatory framework and monitoring and evaluating the impact of aviation safety, security and environmental regulatory frameworks. Oversee the development and alignment of maritime legislation, policies and strategies with DoT strategic objectives and international norms to ensure the development and promotion of an integrated maritime infrastructure and industry through the effective implementation and management of project “Operation Phakisa”. Ensure the achievement of government objectives through building and strengthening relationships with other delivery partners, spheres of government and transport public entities. Actively participate in government clusters and interdepartmental structures aimed at facilitating and promoting the achievement of an integrated approach to delivery on government objectives and strategies. Support Cabinet and the Minister in the execution of the government’s programme of action. Compliance with all applicable legislation and in particular, the provisions of the Public Finance Management Act, Public Service Act and its Regulations and the Preferential Procurement Policy Framework.

**ENQUIRIES**

Ms Khibi Manana 012 309 3000

**NOTE**

These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.
POST 15/38: DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES (REF NO: DOT/HRM/05)
Branch: Administration

SALARY: All-inclusive salary package of R1 299 501 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor degree in Public Administration or Public Relations, Human Resource Management or Law qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (10) years’ relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the transport sector, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium Term Expenditure Framework (MTEF); Public Service Act and Regulations.

DUTIES: The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyse the media. Manage stakeholder management, research, content development and publications. Provide corporate management services inclusive of secretariat services, security services, and travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Oversee human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its State Owned Entities. Render a corporate legal service to the Department. Develop and maintain business information systems to enhance DoT operations. Maintain current systems and ensure operational effectiveness. Maintain effective information technology infrastructure and manage IT security. Manage and control the Branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the Department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES: Mr Mathabatha Mokonyama; Tel No: (012) 309 3172

NOTE: These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.

POST 15/39: DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT (REF NO: DOT/HRM/06)
Branch: Rail Transport

SALARY: All-inclusive salary package of R1 299 501 per annum of which 30% may be structured according to the individual's needs.

CENTRE: Pretoria

REQUIREMENTS: A bachelor degree in Engineering, Transport Economics, Administration or Arts at NQF 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognised by SAQA plus eight to ten (8 – 10) years relevant experience in the related field of which must be at Senior Management level. An appropriate Master's degree will be an added advantage. The following will serve as

**DUTIES**: The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Oversee the planning and development of an integrated rail infrastructure network and industry by ensuring the development, maintenance and implementation of infrastructure network plans, explore funding mechanisms and coordinate funding needs informed by the Department’s strategic objectives; Ensure coordination of integrated transportation systems network with sectors in the built environment and economic development; Ensure the maintenance and update of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail public entities against their performance MOUs; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; establish and maintain governance and administrative system’s continuity within the work of the branch; develop financial reports for forecasting, trending and results analysis; prepare and submit implementation plans; evaluate infrastructure spending plans; authorise expenditure; Monitor quality control of work; ensure the compilation of the annual report and strategic plan of the branch; Set budget levels; ensure monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

**ENQUIRIES**: Mr Mathabatha Mokonyama 012 309 3172

**NOTE**: These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.

**POST 15/40**: DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT (REF NO: DOT/HRM/07)

**SALARY**: All-inclusive salary package of R1 299 501 per annum of which 30% can be structured according to individual needs.

**CENTRE**: Pretoria

**REQUIREMENTS**: A Bachelor Degree in Transport Economics, Transport Planning, Transport Engineering, Law at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years’ relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Maritime related studies will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).

**DUTIES**: The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry. Oversee the development of a strategic framework for the development and growth of the maritime sector. Ensure the management and the development of and planning of Maritime Transport Infrastructure. Regulate and direct maritime industry promotion and capacity development. Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector. Render effective implementation of maritime economic regulations. Facilitate the effective implementation of a maritime environmental protection regime. Create an enabling
environment for the provision of a Search and Rescue function within South Africa and in cooperation with other states. Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment. Maintain and enhance South Africa’s framework for bilateral and multilateral maritime transport agreements. Represent South Africa at the IMO Council. Ensure the implementation of the Maritime Safety Regulatory Framework. Manage the monitoring and evaluation of maritime environment compliance. Oversee the conducting of investigations on maritime accidents and incidents. Oversee the monitoring and evaluation of the performance of maritime public entities. Manage and control the Branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

ENQUIRIES : Mr Mathabatha Mokonyama; Tel No: (012) 309 3172
NOTE : These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.

POST 15/41 : DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING (REF NO: DOT/HRM/08)
Branch: Integrated Transport Planning

SALARY : All-inclusive salary package of R1 299 501 per annum of which 30% can be structured according to individual needs.
CENTRE : Pretoria
REQUIREMENTS : A degree in BSc Civil Engineering, Transport Economics, Transport Planning, at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years’ relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi - modal transport planning modelling. Develop transport funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis service. Promote the development and transformation of the transport sector. Coordinate and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch.
by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system’s continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES
Mr Mathabatha Mokonyama; Tel No: (012) 309 3172
NOTE: These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.

POST 15/42
DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: (DOT/HRM/09)
Branch: Civil Aviation

SALARY
All-inclusive salary package of R1 299 501 per annum of which 30% can be structured according to individual needs.

CENTRE
Pretoria

REQUIREMENTS
Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economics/ Transport Planning at NQF Level 7 and an appropriate postgraduate qualification at NQF level 8 as recognised by SAQA plus eight to ten (8 – 10) years’ at a Senior Management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Civil Aviation related studies will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations. Strategic Capability and Leadership. People Management and Empowerment. Project / Programme Management. Client Orientation and Customer focus. Change Management. Excellent communication skills (written and verbal).

DUTIES
The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils and the Regulating Committee. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa’s framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAO Council. Ensure the provision of aviation economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

ENQUIRIES
Mr Mathabatha Mokonyama; Tel No: (012) 309 3172
NOTE: These posts are being re-advertised and candidates who applied previously may re-apply if they are still interested.
DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Mr J Mahlangu

CLOSING DATE: 30 April 2018 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). All short-listed candidates for senior management posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Senior managers shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department. Senior managers shall within one (1) month of the date of their appointment conclude the prescribed contract of employment. Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

MANAGEMENT ECHELON

POST 15/43: DIRECTOR-GENERAL: 5 YEAR CONTRACT (REF NO: DOW/002/2018)

SALARY: R1 782 687 fully inclusive package per annum, Level 16, plus 10% non-pensionable HoD allowance

CENTRE: Pretoria

REQUIREMENTS: Appropriate post-graduate qualification in Business Management, Social or Economic or Development Sciences or relevant NQF 8 qualification. 15 years’ operational experience plus 10 years’ experience at senior management level of which at least three (3) years’ experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Proven experience in: strategic policy-driven programmes; managing programmes related to women empowerment and gender equality. Advanced professional knowledge of: planning, monitoring, evaluation and reporting; policy and strategic frameworks of government; government socio-economic policy frameworks; stakeholder management and advocacy; dialogue and outreach initiatives, in particular with regard to young women; legislative framework applicable to gender-based violence, women’s empowerment and gender equality; international protocols and instruments relevant to gender mainstreaming. Thorough understanding of: policy formulation
process within government; business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques; monitoring and evaluation methods, tools and techniques; South African legislative framework in relation to the mandate and functioning of the Department; departmental governance framework and mandate. Primary skills: advanced verbal communication and report writing; change management; programme and project management; ability to work with line functional experts across government to add value to other departments’ work; ability to effectively work under tight deadlines, compliance requests and stressful situations. Attributes: analytical thinking; strong commitment to service orientation towards others; assertive; highly motivated; people orientated and able to function within a group; solution orientated – ability to design ideas without direction. The successful applicant will be subject to personal security vetting at a top secret level.

**DUTIES**

To provide strategic leadership to the Department in delivering its mandate of promoting women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation: provide strategic leadership to ensure that the Department achieves its strategic outcome orientated goals and objectives; direct the implementation of programmes related to mainstreaming of the rights and empowerment of women and the advancement of gender equality; monitor and evaluate the implementation of national policies on women’s social empowerment and gender equality; facilitate and advocate for the economic participation of women through preferential procurement and broad based black economic empowerment; facilitate economic empowerment projects for women; facilitate and advocate for promotion and protection of the rights for women; educate and contribute to eliminating gender based violence; provide gender mainstreaming and age disaggregated data through research and policy analysis into development planning and service delivery; formulate and monitor the implementation of the gender mainstreaming strategy into all 12 Outcomes of Government; adhere to the requirements of an Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations.

**ENQUIRIES**

André Coetzee (012) 359 0220
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS
Post to: Attention: Recruitment & Selection, Department of Health (Head Office)
Private Bag X0038 Bhisho 5605, or Hand deliver to: Recruitment & Selection Office, Department of Health (Head Office), Global Life Building (Old Department of Education Offices), Independence Avenue Bhisho 5605.

CLOSING DATE
04 May 2018

NOTE
Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

POST 15/44
OFFICE MANAGER: GM HUMAN RESOURCES DEVELOPMENT
REF NO: ECHEALTH/OM/GMHRD/HO/01/04/2018

SALARY
R334 545 – R404 121 per annum (Level 9)

CENTRE
Bhisho, Head Office

REQUIREMENTS
A Bachelor degree/ National Diploma in Office Management or relevant qualification with 3-5 years’ experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Chief Directorate, Coordination, organising and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver’s license.

DUTIES
Provide strategic leadership and plays an oversight role in the activities of the Chief Director’s Office. Manage and coordinate administrative activities or tasks. Manage the Manager’s and that of the chief directorate diary and year planner. Manage, organise, distribute and track correspondence of the chief directorate. Organize the CD’s office environment. Maintain manager’s filing system. Ensure safe and secured confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Director’s office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the chief directorate. Coordinate Planning process, leave management and general office administration of the Chief Directorate. Coordinate and consolidate all reporting requirements of the
Chief Directorates. Participation and assist in the organization of the chief directorate’s events, meetings and other statutory bodies’ gatherings. Any other duties as may be assigned from time to time by the Chief Director.

ENQUIRIES:  Mr M Pinca Tel No: 040 608 1445
ANNEXURE Q

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF THE PREMIER

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

APPLICATIONS: Mr AJ Venter, Head: Corporate Administration, Department of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: joann.kleynhans@fspremier.gov.za, Fax: 051 – 405 4955

FOR ATTENTION: Ms J Kleynhans

CLOSING DATE: 30 April 2018 at 16:00

NOTE: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers’ licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

POST 15/45: HEAD OF DEPARTMENT: DEPARTMENT OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT, TOURISM & ENVIRONMENTAL AFFAIRS REF NO HOD: DESTEA

SALARY: R1 782 687 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level, (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management
systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES : Mr. A.J. Venter, Tel No: 051 405 4926

NOTE : These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 15/46 : HEAD OF DEPARTMENT: DEPARTMENT OF HEALTH REF NO: Hod: HEALTH

SALARY : R1 782 687 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level, (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial
management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

ENQUIRIES: Mr. A.J. Venter, Tel No: 051 405 4926

NOTE: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 15/47: HEAD OF DEPARTMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD: AGRIC

SALARY: R1 782 687 All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level, (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems,
as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**ENQUIRIES**: Mr. A.J. Venter, Tel No: 051 405 4926

**NOTE**: These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Nominated candidates must 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.
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 04 May 2018, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 15/48 : CONSTRUCTION PROJECT MANAGERS X 2: CLUSTER 1 & 2 (REF NO: REFS/002829)

SALARY : R637 875 – R977 883 per annum - all-inclusive package (Salary will depend on the experience of the successful candidate.
CENTRE : Tshwane Region
DUTIES : Facilitate, coordinate and monitor the implementation of Housing and Essential Services Delivery Programmes in the Tshwane Region. Oversee Project Management processes applied by Management, PRT’S and municipalities to ensure delivery of quality housing products and services within the approved budget. Oversee general Project Management and implementation and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project and monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness. National, Provincial and departmental policies and other relevant legislation.

ENQUIRIES : Ms Zodwa File - (012) 303 – 3302

POST 15/49 : ASSISTANT DIRECTOR: FINANCIAL STATEMENTS (REF NO: REFS/002827)

SALARY : R334 545 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a (3) three year degree/diploma NQF Level 6 in Accounting/Financial Management. In depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, debt management, petty cash management, Basic Accounting System (BAS) and SAP. Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control
accounts. Knowledge of management and reconciliation of travel and subsistence accounts, advances and claims, creditor payments and design and implementation of internal controls. Computer literacy, supervisory skills, good planning and organisational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**DUTIES**

Provide an accounting service to the department, including, inter alia performing bookkeeping and accounting control functions (banking, miscellaneous payments and clearance control). Ensure the compilation of interim and annual financial statements. Ensuring and maintaining measures for the safekeeping of state money and goods. Financial training of all relevant personnel. Managing all accounting actions, especially month and year end closing procedures, all interfacing subsystems and related accounting procedures, e.g. Bank and Persal Interface, Ensuring the effective management of the financial system. Ensuring payments are made promptly. Management and control the processing of salary and travel and subsistence claims. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Liaise with the Auditor-General on the audit of the Department and respond to audit queries for the Department, and Management of staff. Requesting of BAS and SAP reports when required. Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations.

**ENQUIRIES**

Ms Pinky Ngobeni - (011) 355 – 4080
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION
Human Resources Section

CLOSING DATE
30 April 2018

NOTE
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver’s Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. “People with disabilities should feel free to apply” and the target group for the post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

OTHER POSTS

POST 15/50
OPERATIONAL MANAGER NURSING (SPECIALITY) (OBSTETRICS & GYNAECOLOGY) REF NO: SAP 05/2018

SALARY
R499 953 – R562 698 per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)

CENTRE
St Apollinaris Hospital

REQUIREMENTS
Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. A post basic nursing qualification, with duration of at least one year accredited with the SANC i.e. advanced midwifery. Minimum 9 years appropriate experience in nursing after registration as a Professional Nurse, at least 5 years of period referred to above must be appropriate / recognizable in the specific specialty after obtaining the 1 year post-basic in advanced midwifery. Proof of current registration with SANC. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. SANC receipt for the current year. Skills: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements.
of the Facility. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing Public Service.

**ENQUIRIES**

Ms NC Ngubo @ 039-8338000

**POST 15/51**

OPERATIONAL MANAGER: PRIMARY HEALTH CARE STREAM REF NO: SAHELIM 04/2018
Branch: Elim Clinic

**SALARY**

R499 953

**CENTRE**

ST Andrews Hospital: Elim Clinic

**REQUIREMENTS**

Diploma / Degree in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations, Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care as per R212 SAMC Regulations. Valid Code 08 drivers licence. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

**DUTIES**

Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customised implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal” primary health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the CHC/ district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system(s).

**ENQUIRIES**

MRS VV Ncume– 039-4331955 Ext 286

**APPLICATIONS**

All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**CLOSING DATE**

30 April 2018
POST 15/52 : ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: SAH 09/2018

SALARY : R459 558
CENTRE : ST Andrews Hospital
REQUIREMENTS : Senior Certificate / Grade 12. National Diploma / Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer; 5 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 3 years must be at a Supervisory level. Recommendations: An additional qualification as Ultra-sonographer will be considered as an advantage. Knowledge, Skills and Competencies: Sound knowledge of Diagnostic Radiography procedures and equipment, Sound knowledge of radiography techniques and views, Sound Knowledge of quality assurance tests, Sound Knowledge of radiation control and safety regulation. Sound knowledge of relevant legislature, Sound communication and problem solving skills, Good Interpersonal skills.

DUTIES : Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Radiography services. Develop, Implement and monitor adherence to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24 hour Radiology services. Facilitate, promote and attend clinical and non-clinical in service education and training. Participate in Quality assurance and Quality improvement programs. Uphold patients’ rights and promote Batho Pele Principles in the execution of duties for effective service delivery.

ENQUIRIES : DR SK Lumeya– 039-4331955 Ext 214
APPLICATIONS : All applications should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 April 2018

POST 15/53 : OPERATIONAL MANAGER: GENERAL STREAM REF NO: SAH 08/2018
Branch: OPD

SALARY : R394 665
CENTRE : ST Andrews Hospital: OPD
REQUIREMENTS : Diploma / Degree in Nursing. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostilic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance...
and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients’ Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

**ENQUIRIES**

Mrs MR Singh 039-4331955 Ext 211

**APPLICATIONS**

All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**CLOSING DATE**

30 April 2018

**POST 15/54**

CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - (3 POSTS) REF NO: MURCH/IZINGOLWENI 03/2018

**SALARY**

Grade 1: R340 431 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance.

Grade 2: R418 701 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance.

**CENTRE**

Murchison Hospital – Izingolweni PHC

**REQUIREMENTS**

Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES**

Mr TM Mkhize Tel No: 039-6877311 Ext 130

**APPLICATIONS**

ALL applications should be forwarded to: Chief Executive Officer P/Bag X701 Port Shepstone 4240 or hand delivered To: Human Resources Department Murchison Hospital.
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months
Curriculum Vitae and Identity document. Faxed applications will not be accepted.
The reference number must be indicated in the column provided on the form Z83
e.g. MURCH/ Izingolweni 3/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal
clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.
(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 04 May 2018


SALARY : R150 819 per annum
CENTRE : Murchison Hospital – Mthimude PHC
REQUIREMENTS : Senior Certificate, Grade 12 or equivalent Current registration with SANC as an Enrolled Nurse. Proof of current registration with SANC (2018). Certificate of services signed by HR manager must be attached. Recommendation: valid drivers licence. Knowledge, Skills Training and Competencies Required: Understanding of Nursing Legislation and related legal ethical nursing practices. Good communication, organizational and writing skills. Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and HIV/AIDS counselling skills. Ability to function as part of the team.

DUTIES : Plan, implement and evaluate health and wellness services to the catchment population of the Outreach Team. Provide services to the community and Households within the community and provide oversight of the Community Care Givers in their delivery of services to Households. Promotion, prevention, early detection, curative, rehabilitative and palliative services in line with the needs of the community and Households according to the PHC package of services. Performance of basic clinic nursing practice in accordance with the scope of practice and standards as determined by relevant health facility. Utilize equipment proficient and promote it use and safe keeping. Demonstration basic understanding of nursing legislation and related legal and ethical nursing practice. Ensure accurate management of data and maintain of patients records Screening of TB /HIV and non – communicable diseases. To maintain client satisfaction through upholding the Batho Pele and care standards. Provide health education to clients. Ensure compliance with infection control and occupational health and safety policies. Identify all patients and detect changes in condition of patients waiting for treatment.

ENQUIRIES : Mr TM Mkhize Tel No: 039 6877 311 Ext 130
APPLICATIONS : ALL applications should be forwarded to: Chief Executive Officer P/Bag X701 Port Shepstone 4240 or hand delivered To: Human Resources Department Murchison Hospital.

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not
copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 3/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**

04 May 2018
PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions.

APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 30 April 2018

NOTE: Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POSTS

POST 15/56: ASSISTANT DIRECTOR REF NO: NWOOP 03/18/02

SALARY: R334 545 per annum Level 09

CENTRE: Mahikeng

REQUIREMENTS: A Degree or National Diploma in Statistics / Social Sciences or Public Administration and/ or equivalent qualifications ( NQF Level and Credits) 3 -5 years relevant work experience of which 3 years must on a supervisory level General managerial and administration experience (related to tasks of Monitoring and Evaluation) Knowledge: Good general knowledge and interest in current and government affairs Skills: Must be well versed in all aspects related to quantitative data analysis techniques and interpretation Proficiency in MS programmes and data analysis packages (i.e. SPSS) Ability to liaise with stakeholders Proficiency in both presentation and report writing Ability to work independently without direct supervision as well as in a team Must be able to work under pressure.

DUTIES: Coordinate Presidential Hotline and the NW Provincial Call Centre Collect and collate statistical data to inform management decisions. Analyse performance of the Provincial Call centre and Presidential Hotline Produce monthly and quarterly reports. Communicate findings to relevant stakeholders. Facilitate the updating of the service delivery needs database. Facilitate referral of identified service delivery needs to relevant Stakeholders. MS Excel programme for quantitative data analysis. Provide assistance in general managerial tasks to ensure optimal resource management in the Sub- Directorate.

ENQUIRIES: Mr Ike Monamodi, Tel No: 018 388 4562

POST 15/57: COMMUNICATION OFFICER: MEDIA RELATIONS

SALARY: R281 418 per annum (Level 8)

CENTRE: Mahikeng

REQUIREMENTS: Bachelor’s degree in Communication/ Journalism and/ or equivalent qualification (NQF level and credits). 2 – 4 year experience in the media and communication environment of which 1 year must be at a supervisory level. Knowledge and understanding of Government Communication policies, procedures and

**DUTIES**: The compilation and implementation of Media and Communication plans. Draft content for media alerts, advisories, statements, advertisements and advertorials. Provide support in the coordination of media engagement sessions such as press conferences and networking sessions. Write articles for government newspaper. Compiling daily media monitoring and evaluation reports. Provide social media administration support.

**ENQUIRIES**: Ms B Mohlakoana, Tel No: 018 - 388 3705
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 30 April 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department.

OTHER POSTS

POST 15/58 : SCIENTIFIC TECHNICIAN PRODUCTION: ALTERNATIVE CROPS, REF NO: AGR 2018-18

SALARY : Grade A: R274 440 – R295 638 per annum
Grade B: R313 782 – R338 253 per annum
Grade C: R357 150 – R420 690 per annum (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : 3-year National Diploma (or equivalent qualification) with a major in Horticulture; SACNASP registration as a Certificated Natural Scientist in Agricultural Science; A minimum of 3 years’ post qualification technical (scientific) experience; A valid (code B) drivers licence. Recommendations: Experience as a research technician in alternative crops; Experience with the cultivation or production of crops in tunnels/ glasshouses and fields. Competencies: Knowledge of the following: Alternative crops used in the Western Cape; Basic maintenance of appropriate equipment and irrigation systems; Technical scientific inputs needed for research projects; Handling a budget; Good communication (verbal and written) in at least two of the official languages of the Western Cape Province; Technical Management and technical planning skills; Proven computer literacy (MS Office, in particular Excel).

DUTIES : Technical execution of research projects, including managing a budget, trial layout, preparation, planting, maintenance, data collection, data input and harvest. Responsible for the creation/ adaption/ maintenance of the necessary infrastructure in accordance with the project plan. Perform all administrative and related functions. Render advice and disseminate technical information to applicable role players. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms P Karsen at (021) 808 5277
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 15/59 : FARM AID: OUDTSHOORN RESEARCH FARM (2 POSTS) REF NO: AGR 2018-17

SALARY : R90 234 per annum (Level 2)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Basic literacy and numeracy (Abet level 2-Grade 5). Recommendations: A minimum of 2 years' relevant experience; Advanced experience of ostriches; Experience of research techniques; Must be willing to work after hours, over weekends and public holidays. Competencies: Knowledge of the following: Infrastructure; General farm work; Ostriches and research; Irrigation of Lucerne of land; Ability to work well within a team; Ability to do physical work; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform routine activities in respect of crop production; Irrigation of crops. Perform routine activities in respect of livestock; Dipping, dosing, vaccination and handling of livestock. Perform general routine activities; Cleaning of facilities; Maintain and
build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings, etc.

ENQUIRIES
APPLICATIIONS : Mr S Engelbrecht (044) 203 9408
                    If you want to hand deliver the application, please use the following address: Water
                    Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, or you may
                    post it to the following postal address: Maverick Trading, PO Box 31120, Grassy
                    Park, 7941.

FOR ATTENTION
APPLICATIONS : Cécil Van Reenen
NOTE : Applicants from relevant local communities will receive preference.

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS
CLOSING DATE : Only applications submitted online will be accepted. To apply submit your
NOTE : application online only: www.westerncape.gov.za/jobs
                   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. The selection process will be guided by
                   the EE targets of the employing department.

OTHER POST
POST 15/60 : PERSONAL ASSISTANT: PROVINCIAL SECURITY OPERATIONS, REF NO:
SALARY : CS 2018-07
CENTRE : R226 611 per annum (Level 7)
DEPARTMENT OF COMMUNITY SAFETY,
WESTERN CAPE GOVERNMENT
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial
C:M: Office Administration Diploma; A minimum of 3 years’ relevant experience in office administration and/or rendering a support services to senior
MANAGEMENT: management. Recommendations: Knowledge of security risk management
methodology or experience in a safety & security / risk management environment.
COMPETENCIES: Knowledge and/or understanding of the following: Policies,
PRESCRIPTS / POLICIES and other documents and ensure that the application thereof is understood
PROCESS: Administration and Financial
FUNCTIONING, SYSTEMS and processes of government; Proven computer literacy in
Department: MS Office (Word, Excel and PowerPoint); Excellent (written and verbal)
DUTIES : knowledge and/or understanding of the following: Materials,
SENT: communication skills in at least two of the official languages of the Western Cape
METHODOLOGY or experience in a safety & security / risk management environment.
Department: Knowledge of security risk management
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial
Office Administration Diploma; A minimum of 3 years’ relevant experience in office administration
METHODOLOGY or experience in a safety & security / risk management environment.
ENQUIRIES : Knowledge and/or understanding of the following: Policies,
Ms G Lutz at (021) 483 2954
CENTRE : Department of Community Safety, Western Cape Government
NOTES : ‘Office Administration Diploma; A minimum of 3 years’ relevant experience in office
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
APPLICATIONS : Provide a secretarial/ receptionist support service to the Manager. Rendering
REQUIREMENTS : administrative support services which includes procurement. Provide support to
DUTIES : the manager regarding meetings. Support the manager with the administration of
ENQUIRIES : the budget. Analyse the relevant public service and departmental prescripts/
Ms G Lutz at (021) 483 2954
application. Please ensure that you submit your application before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/61 : ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT (12 MONTH CONTRACT), REF NO: DEDAT 2018-13

SALARY : R334 545 per annum plus 37% in lieu of benefits (Level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma with a minimum of 3 years’ appropriate experience; A valid code 08 drivers licence. Recommendations: Experience in SMME Development; Project or programme management with practical exposure to planning and organisation skills, problem solving and financial management. Competencies: Experience in using Public Sector Procurement as a tool for SMME and enterprise development; Knowledge of government processes and procedures; Knowledge of procurement measures and plans; Experience in project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide support for the development and implementation of the sustainable procurement programme (BBBEE, local content and procurement accords). Provide support to strengthen partnerships between various stakeholders to provide business development support services. Support the development of programmatic initiatives to improve the enabling environment for business. Support the development of programmatic initiatives to identify specific gaps and/or blockages and refer to relevant components. Support the implementation of procurement promotion innovation strategies and policies. Support risk and M&E planning and implementation processes required in terms of the performance of the component.

ENQUIRIES : Ms P September at (021) 483 8768

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 30 April 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/62 : ENVIRONMENTAL OFFICER CONTROL GRADE A: DEVELOPMENT PLANNING RESEARCH (30 MONTHS CONTRACT POSITION), REF NO: EADP 2018-13

SALARY : R439 917 per annum (OSD as prescribed plus 37% in lieu benefits)
CENTRE : Department of the Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : A 4 year Degree in Environmental Studies/ BSc Honours with botany as a major passed subject; A minimum of 6 years’ relevant post-qualification experience; Registration with the SACNASP as a professional; A valid drivers’ licence. Recommendations: EMI/Peace officer training. Competencies: Knowledge in the following: Botany and botanical practices; Experience in environmental management with specific reference to botany; Awareness raising exercise relating to botanical procedures; Research and technical report writing; Terrestrial
and/or freshwater aquatic plants and animals, their functioning and interaction with each other and the biological environment; Cape Floristic Region, Succulent Karoo and Subtropical Thicket ecosystems and the associated biodiversity patterns and processes; The field of conservation biology and its basic principles; Regional and national biodiversity and environmental legislation; Research methodology, as well as monitoring principles and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape province.

DUTIES
Contribute to the development of systems (including information management systems), decision-making processes, policies and protocols to promote and maintain healthy natural ecosystems, habitats and landscapes (including the urban landscape) and a sustainable environment in the Western Cape Province: Cape Winelands District Municipality; Perform scientific advisory, regulatory and liaison functions; Conduct scientific biodiversity research and monitoring projects and programmes on priority species and contribute to biodiversity inventories; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within the Cape Winelands District Municipality.

ENQUIRIES
Dr E Palmer at (021) 483 3506

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

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

OTHER POSTS

POST 15/63
DEPUTY MANAGER: PHARMACEUTICAL SERVICES GRADE 1

SALARY
R920 703 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE
Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Competencies (knowledge and skills): In-depth knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. Strong leadership skills pertaining to general management, organisation, strategic planning (long and short term) as well as contingency planning and operational management of the pharmacy. Exceptional interpersonal skills to affect the implementation of staff management strategies while also pro-actively improving stakeholder relationships. Soft skills to affect conflict resolution and positively influence the day-to-day functioning of the pharmacy. In depth practical knowledge of relevant finance and supply chain processes as they pertain to pharmacy management in the public sector. Knowledge and experience of human resource management, especially labour relations, staff development and disciplinary procedures. Computer literacy in Excel, Word and Power Point to affect information management in order to record and improve of pharmacy metrics. Presentation and communication skills allowing for clear communication of operational requirements and strategy. Practical project management skills allowing the simultaneous administration and control of complex tasks.

DUTIES
Provide leadership to the pharmacy staff to ensure a safe, effective, efficient and resilient pharmacy service. Strategic planning of the pharmacy, implementing contingencies and incorporating innovation into the daily routine. Management of the human resources including development of staff competencies and staff leadership, managing labour relations as well as administrating disciplinary processes, leave and roster. Ensure complete stock supply ensuring the promotion of rational prescriptions, compliance with internal policies and adherence to
ENQUIRIES : Dr N Beyers, Tel No: (021) 658-5788
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2018

POST 15/64 : CHIEF CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY)

SALARY : R414 069 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Nephrology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Nephrology. Inherent requirement of the job: After-hour’s service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel.

ENQUIRIES : Prof MR Davids, Tel No: (021) 938-9246 / Mr J Maree, Tel No: (021) 938-5558
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post. ‘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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).’
CLOSING DATE : 30 April 2018

POST 15/65 : MEDICAL PHYSICIST GRADE (5/8TH POST)

SALARY : Grade 1: R367 653 per annum (A portion of the package can be structured according to the individual’s personal needs)
Grade 2: R420 372 per annum (A portion of the package can be structured according to the individual’s personal needs)
Grade 3: R480 642 per annum (A portion of the package can be structured according to the individual’s personal needs)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Inherent requirement of
the job: Ability to work after hours and overtime. Competencies (knowledge/skills): Skil
skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

DUTIES: Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Co-ordinate and supply physics support in the Department of Diagnostic Radiology. Ensure compliance with Department of Health: Radiation Control regulations in Diagnostic Radiology. Assistance with equipment tender preparation, evaluation and commissioning. Assisting with management of staff and departmental administration. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

ENQUIRIES: Mr C Trauernicht, Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

CLOSING DATE: 30 April 2018

POST 15/66: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT
Eden District

SALARY: R334 545 per annum
CENTRE: Eden District Office
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Health Information Management (e.g. SINJANI, DHIS, TIER.net and ETR.net). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced computer literacy. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to Health Information Management. Ability to critically analyse bio-statistical and epidemiological information. Good interpersonal and leadership skills.

DUTIES: Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to district. Ensure the Information Management team delivers a responsive, customer-focused support service built on the organisation’s values. Develop systems to continually improve data quality at all points in the data management process. Implement and monitor compliance with departmental information management policies in the district and all sub-districts. Provide knowledge and mentoring support to Sub-district Information Management and clinical staff. Manage the District Information Management Unit.

ENQUIRIES: Dr T Marshall, Tel No: (044) 803-2700/2752
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE : 30 April 2018

POST 15/67 : SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Chief Directorate: General Specialist and Emergency Services

SALARY : R281 418 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration and supervisory experience. Appropriate PERSAL experience (certificate/s must be attached). Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and regulations, various OSD’s, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to personnel administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM advisory Services compliance reports.

ENQUIRIES : Mr BH Cassim, Tel No: (044) 802-4409
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George 6650.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 04 May 2018

POST 15/68 : ARTISAN FOREMAN GRADE A (HELPDESK)

SALARY : R267 756 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years’ experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform Artisan and standby duties and attend to emergency breakdowns after-hours. Competencies (knowledge/skills): Computer literacy (i.e. MS Office: Word, Excel, Access and Outlook). Experience in handling telephone queries. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active) and work independently, as well as in a team.

DUTIES : Administer and attend to complaints and queries (telephone and personal enquiries) with regard to maintenance and repairs within Hospital. Capture, record-keeping, elementary administrative, statistics and management of requisition systems. Control and manage tools, equipment and material in workshop. Render assistance to Chief Artisan with regard to all functions (including administrative work) of the division, attend site meetings with contractors within the institution and give feedback to Chief Artisan and management on maintenance issues. Draw up tender specification against the needs of the institutions as guided by Supply Chain Management Act and Treasury Regulations. Train and develop unskilled staff.

ENQUIRIES : Mr AK Kgcod/Mr R Van Schalkwyk, Tel No: (021) 404-6314/6289
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 04 May 2018
POST 15/69: PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS) (2 POSTS)
Eden District

SALARY:
Grade 1: R226 083 per annum
Grade 2: R278 052 per annum
Grade 3: R340 431 per annum

CENTRE:
Dysseldorp Community Day Clinic (1 post)
Grootbrak Community Centre (1 post)

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. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report-writing skills.

DUTIES:
Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Deliver and coordinate wellness activities for men, women, adolescents, children and with the focus on the 1st 1000Day initiative. Deliver and coordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management) Support, monitor and evaluate health data.

ENQUIRIES:
Ms E Swanevelder, Tel No: (044) 803-2709

APPLICATIONS:
The District Manager: Eden District Office: Private Bag X6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar

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

CLOSING DATE:
04 May 2018

POST 15/70: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)

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

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Conversant
with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. High tension knowledge will serve as a strong advantage.

**DUTIES**
- Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures.

**ENQUIRIES**
- Mr AK Mgcodo/Mr C Wakefield, Tel No: (021) 404-6314/6210

**APPLICATIONS**
- The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**
- Ms N Mbilini

**NOTE**
- Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE**
- 04 May 2018

**POST 15/71**
- **FOOD SERVICES SUPERVISOR**
  - Chief Directorate: General Specialist and Emergency Services
  - **SALARY**
  - R127 851 per annum
  - **CENTRE**
  - Valkenberg Hospital, Observatory
  - **REQUIREMENTS**
  - Minimum educational qualification: General education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in Food Service environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Must be physically fit to lift heavy objects and be on their feet the entire day. Ability to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Knowledge of disciplinary procedures and the ability to maintain discipline and handle conflict. Knowledge of therapeutic diets, theory, preparation and cooking methods, quality and portion control according to standardised recipes in an Industrial Food Service Unit. Computer literacy (i.e. MS Office, Word and Excel), writing and numeracy skills, good communication skills and cultural diversity knowledge (proof of Computer literacy must be attached or mentioned in CV). Sound communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES**
- Supervise and administer physical resources. Ensure that production operates at the set time. Supervise food hygiene and food safety guidelines. Support the human resources function. Allocate tasks and coordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies.

**ENQUIRIES**
- Ms A Getyeza, Tel No: (021) 440-3188

**APPLICATIONS**
- The Chief Executive Officer: Valkenberg Hospital, Private Bag X3, Observatory, 7935.

**FOR ATTENTION**
- Ms M Page

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

**CLOSING DATE**
- 04 May 2018

**DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE**
- 30 April 2018

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

POST 15/72 : BUSINESS ANALYST: EDUCATION AND CULTURAL AFFAIRS AND SPORT (2 CONTRACT POSITIONS FOR A 24-MONTH PERIOD), REF NO: DOTP 2018-29

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A National Diploma in IT or related field; A minimum of 6 years’ experience in Business Analysis including Business Case Development of which 3 years’ must be management experience; A valid driver’s licence. Recommendations: Demonstrated experience with Enterprise Content Management (ECM) Systems Strong understanding of the SDLC (Systems Development Life Cycle) Model; Experience in the following: Project Management; Records Management; OpenText and/or SharePoint administration. Competencies: Knowledge of the following: Enterprise Content Management; Business process re-engineering; Understand use of Waterfall Vs Agile approach within WCG ECM environment; Strong computer skills in MS Office especially Excel, Word and PowerPoint as well as process mapping tools such as Visio, Web based management systems; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Innovation and Research skills; Ability to work under pressure; Ability to train; Facilitation and negotiation skills; Innovation and research. (Open Text Content Server and SharePoint administration skills highly recommended).

DUTIES : Business Analysis will involve the development of business cases for WCG departments, the analysis and documentation of as-is processes as well as the gathering and presentation of relevant information in various standard formats. Process mapping and process re-engineering also required in some instances. It will also be necessary to obtain needed information from stakeholders to form requirements; Capture and present information provided in elicitation sessions. It will sometimes be necessary to be the primary interface between the business users and vendor teams; It will also be expected to convert needed information from stakeholders to form business requirement specifications; Solution assessment and validation will entertain the following: Assess and report the organisational readiness of a business unit for the implementation of new solutions; Liaise with external technology experts; Enterprise Content Management administration will require the following: Analyse organisational structures and align to business process requirements; Evaluate and administer work-space taxonomies and user permission structures.

ENQUIRIES : Mr G Mohamed at (021) 483 9710

POST 15/73 : CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 2018-35

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Completed 3-year National Diploma with a minimum of 3 years’ management experience. Recommendations: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of ERM frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the province and strategically positioning the ERM unit to align the direction; Excellent communication skills at an executive management level (verbal and writing).

DUTIES : Manage and drive all ERM activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management process within allocated departments; Provide support with the identification, assessment, prioritisation and management of risks and risk profiles with allocated departments; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees.

ENQUIRIES : Ms Aaqelah Haq at (021) 483 8318
POST 15/74 : ASSISTANT DIRECTOR: APPOINTMENTS AND COMPENSATION REF: NO DOTP 2018-32

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma with a minimum of 3 years’ appropriate experience. Recommendations: A valid driver’s licence. Competencies: Knowledge in the following: Policy Development; Budgeting processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Monitoring, evaluation and reporting; Computer Literacy; Good communication skills (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Administer the appointment of nominated candidates on PERSAL; Administer the appointment of contract employees, including contract extensions; Administer promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over- or under payments; Administer the appointment and payments of temporary workers; Render compensation management services; Perform managerial / supervisory tasks: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.

ENQUIRIES : Mr L Malindi at (021) 483 9862

POST 15/75 : TALENT SOURCING OFFICER (CONTRACT POSITION ENDING 31 MARCH 2020), REF NO: DOTP 2018-31

SALARY : R226 611 per annum (Level 7), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification in Industrial Psychology or Human Resource Management; A minimum of 1 year experience in a Human Resource Management related environment; A valid code EB driver’s licence. Recommendations: Working knowledge of the following: Recruitment practices; Guiding and participating in selection processes; Drafting of submissions to address recruitment, retention and compensation matters. Competencies: Knowledge of competency based recruitment processes, inclusive of head hunting processes; Knowledge of shortlisting and selection processes; Knowledge of online recruitment; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation, reporting and presentation skills.

DUTIES : Consulting departments on the advertising of vacancies, inclusive of on-line advertising; Creating and advising on pre-selection/application questions; Facilitate selection and drafting of shortlists; Conduit competency based interviews; Maintenance of the recruitment and selection database; Assist people managers with submissions on recruitment, retention and compensation matters.

ENQUIRIES : Mr F Gerber at (021) 483 6028

POST 15/76 : HR CLERK: LEAVE ADMINISTRATION, REF NO: DOTP 2018-37

SALARY : R152 862 per annum (Level 5)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Persal Experience. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service
Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence; Conducting of leave audits; Processing of leave gratuities; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.

**ENQUIRIES**

Mr W Oliphant at (021) 483 4245

**PROVINCIAL TREASURY**

**APPLICATIONS**

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

**CLOSING DATE**

07 May 2018

**NOTE**

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

**OTHER POST**

**POST 15/77**

RESEARCH ANALYST: REVENUE ANALYSIS RESEARCH AND MODELLING.

**REF NO:** PT 2018-10

**SALARY**

R334 545 per annum (Level 9)

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

A relevant 3-year National Diploma in Economics/ Public Finance/ Public Policy with a minimum of 3 years’ appropriate experience. Recommendations: Experience in a fiscal policy/ public finance/ budget policy environment; Working knowledge of Public Finance Legislation and provincial revenue management processes; A valid drivers’ licence. Competencies: Conceptualisation and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Demonstrable knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Project Management experience; Ability to work independently and with own initiative.

**DUTIES**

Assist with research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Assist with providing analyses on the fiscal framework to ensure credible and sustainable departmental/municipal budgets; Provide input for the in-year revenue monitoring systems to monitor and advise on departmental and municipal revenue performance; Provide input into Departmental and Municipal Revenue Financial Management Capability; Support team members with relevant information to complete policy driven fiscal policy assessment reports; Provide support with regards to the oversight of the Western Cape Gambling and Racing Board.

**ENQUIRIES**

Dr N Nleya at (021) 483 6707

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

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

**CLOSING DATE**

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

OTHER POSTS

POST 15/78: MANAGER: SOCIAL WORK POLICY: CRIME PREVENTION AND SUPPORT, REF NO: DSD 2018-40

SALARY: R712 827 per annum - All-inclusive salary package (Grade 1, OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application. Recommendation: None. Competencies: Knowledge in the following: Policy analysis and development; Public service reporting procedures; Financial Management; Project Management skills; Policy Analysis and Development; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Monitoring and evaluation skills; Professional counselling skills; Monitoring and Evaluation skills; Networking Skills; Presentation skills.

DUTIES: Develop and facilitate the development of policies relating to Crime Prevention and Support within the ambit of Social Crime Prevention; Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources aimed at fostering consultation processes amongst all the relevant role-players are created and strengthened; Keep up to date with new developments in the social work and management fields; Plan and ensure that social work policy research and development are undertaken in relation to Crime Prevention and Support; Undertake complex social work research; Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES: Mr M Gaba at (021) 483 4212

POST 15/79: DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS, REF NO: DSD 2018-41

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A relevant 3 National Diploma with a minimum of 3 years’ management experience in a Supply Chain Management/Acquisition, Contract Management and logistics environment. Recommendation: A valid driver’s licence. Competencies: Knowledge of the following: Policy Development SOP’s; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Human Resource Management; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices including sourcing strategies and the different mechanisms for procurement; Organising skills for record keeping and safeguard; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES: Responsible for Acquisition Management; Implement strategic sourcing plan; Responsible for Contract Management and administration including bid administration; Logistics Management; Generate, receive and process orders; Perform all Human Resource Management roles and responsibilities with regard to the Sub-directorate.
ENQUIRIES
Ms P Mabhokwana at (021) 483 8438

POST 15/80
SOCIAL WORKER: SALDANHA: SOCIAL WORK SERVICES, REF NO: DSD 2018-38

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

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
- A formal tertiary qualification in Social Work (Bachelor of Social Work);
- Compulsory registration with the South African Council for Social Service Professions as Social Worker.

Grade 1: No experience;
Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Recommendation: None.

Competencies:
- Knowledge of the relevant legislation, policies and prescripts;
- Good communication (verbal and written) skills in at least two of the official languages of the Western Cape;
- Report writing skills;
- Sound Interpersonal relations;
- Customer Service Orientation/ Diversity Citizenship skills;
- Self-management and motivation skills.

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

ENQUIRIES
Ms C Nell at (027) 213 2096

POST 15/81
SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT, REF NO: DSD 2018-29

SALARY
R152 862 per annum (Level 5)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
- Grade 12 (Senior Certificate or equivalent qualification) with Mathematics or Accounting as a passed subject. Recommendation: Experience within Logistics Management / Supply Chain Management environment.
- Competencies: Good understanding of the following: Public management practices; Financial management and supply chain management services; LOGIS as procurement operating system; Public service reporting structure; Public Finance and Management Act (PFMA), regulation and guidelines; Demonstrate experience in a Supply Chain Management environment; Communication (written and verbal skills) in two of the three official languages of the Western Cape; Computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

DUTIES
Execution of functions pertaining to the provisioning administration in-line with the approved supply chain management guidelines; Execution of functions pertaining to Asset Management that include: Compilation of database for recording all departmental assets; Quarterly reporting on all acquired assets; Compilation of inventories in respect of stores and equipment; Liaise with inventory controllers at...
offices and institutions to ensure a uniformed approach in the recording of assets; Assist with the stocktaking process at Head Office, Offices and institutions as prescribed by the Provincial Treasury Directives, PFMA and provisioning guidelines and procedures; Timeously dispose redundant, obsolete and unserviceable items; Maintain proper control over all state assets.

ENQUIRIES: Mr K Jackson at (021) 483 8474

POST 15/82: ADMINISTRATION CLERK: WEST COAST: LOGISTICAL SERVICES (2 POSTS), REF NO: DSD 2018-37

SALARY: R152 862 per annum (Level 5)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: None. Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

DUTIES: Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Rendering of provisioning administration function in relation to rendering stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods; Registration of suppliers for electronic funds, transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment.

ENQUIRIES: Ms MP Meissenheimer at (022) 713 2272

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE: 30 April 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 15/83: ADMINISTRATIVE OFFICER: REGISTRATION AND COMPLIANCE, REF NO: TPW 2018-63

SALARY: R226 611 per annum (Level 7)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12) with a minimum 3 years’ administration experience. Recommendations: Transport experience. Competencies: Knowledge in the following: Performance system processes; Transport legislation policies; Inter-Governmental internal relations, public participation and public transport; Financial Management prescripts; Proven computer literacy (NLTIS, RAS, LTPS and Live Link); Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.

DUTIES: Assist management and maintenance of data; Engage and strengthen relationship with key stakeholders; Assist with management of registration and processing
applications in the office of the Registrar; Ensure friendly and efficient service liaising with taxi industry; General administrative duties.

ENQUIRIES

: Mr P Egwu at (021) 483 0315