

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2018
DATE ISSUED: 20 APRIL 2018

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

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DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria 0001 or may be hand delivered to Armscor Building, Corner Nossop and Boeing Street, Erasmuskloof, Pretoria.
- CLOSING DATE** : 04 May 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POST

- POST 16/01** : **ASSISTANT DIRECTOR REF NO: IAD/06/18 (5 POSTS)**
- SALARY** : R417 552 per annum (Level 10)
- CENTRE** : Internal Audit Division, Erasmuskloof, Pretoria
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Audit or related field. Audit knowledge. Extensive knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. A minimum of 3-4 years' experience in Internal Auditing or similar environment. Special requirements (Skills needed): Financial Administration skills. Knowledge management. Project management. Total quality management. Analytical and research skills. Presentation skills. Good communication skills (written and verbal). Problem solving skills. Computer skills. Ability to work under pressure. Meet tight deadlines and be target driven. A valid drivers' licence. The successful candidate will be required to obtain a Confidential Security Clearance within a year.
- DUTIES** : Ensure compliance with established policies, procedures and applicable laws and regulations. Review the objectives of internal audit working papers. Continuous feedback of all audit activities to the Manager. Conduct audits as risk identified from the Risk Register. Compile internal audit reports. Review adequacy and application of the accounting, financial and operational controls. Testing the

effectiveness and efficiency of the internal control system in the Department. Discuss and clear audit findings and reports with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations and action plans. Review the planning and execution of internal audits in accordance with the Internal Audit Strategic Plan. Implement a risk-based in conducting audits. Record a plan for each engagement, including the scope, objectives, timing and resource allocations. Supervise audits in accordance with the internal audits standards. Lead and guide audit team on engagements. Provide consulting and advisory services as requested and as appropriate. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Manage and motivate subordinates.

ENQUIRIES

: Mrs A. Rocher, Tel No: (012) 649 1065.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- 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** : 07 May 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 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 16/02** : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERS, REF NO: CFO01/2018**
- SALARY** : R183 558 per annum (Total Package R287 557)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 plus a minimum of 1 years' experience in supply chain environment. A National Diploma in Purchasing Management/ Logistics /Supply Chain Management or equivalent qualification will be an added advantage. Sound organising and planning skills, Good communication skills; Computer Skills; Leadership skills; knowledge of Supply Chain Supply Chain Management; in-depth knowledge of LOGIS systems. Knowledge of PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.
- DUTIES** : the successful appointee will be responsible for the following: Edit and approve request on LOGIS procurement integration. Authorise Request on LOGIS mainframe. Maintain and Administer 0-9 file for services. Retrieving orders in 0-9 file for payments and expediting of orders and invoices. Administration of Manual, accurately compiling of monthly reports and Handling of enquiries.
- ENQUIRIES** : Mr W Sekgatja Tel No: (012) 399 9075
- POST 16/03** : **SENIOR PROVISIONING ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: CFO02/2018**
- SALARY** : R183 558 per annum (Total Package R287 557)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 plus appropriate experience; A relevant post matric qualification will be an added advantage, Good understanding of procurement procedures. Knowledge of LOGIS, Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS). Ability to work under pressure, sense of responsibility and loyalty.
- DUTIES** : Capture the movement of assets (BAMV). Correct receipts of assets on the system. Printing and allocation of barcodes. Conduct annual asset verification and quarterly spot checks of assets. Dispose redundant/ obsolete assets. Capture assets transferred or donated on the system.
- ENQUIRIES** : Mr Y Mbjana Tel No: (012) 399 8812

DEPARTMENT OF HUMAN SETTLEMENTS

- 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** : Ms N Nortman
- CLOSING DATE** : 04 May 2018
- NOTE** : 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. 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.
- ERRATUM:** Kindly note that the post of Deputy Director: Performance Monitoring and Control with Ref No: DOHS/08/2018 with the closing date of 04 May 2018 published in vacancy circular 15 dated 13 April 2018, the qualifications have been amended to: Appropriate or equivalent qualification in Public Administration, Internal Auditing (specialty in Performance Auditing) or Business process.

OTHER POSTS

- POST 16/04** : **ASSISTANT DIRECTOR: LEGISLATIVE COMPLIANCE AND MONITORING (3 YEARS CONTRACT) REF NO: DOHS/09/2018**
Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance
- SALARY** : R334 545 (Plus 37 % in lieu of benefits) per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year (3) tertiary qualification in Legal, Compliance or Public Administration, coupled with 3 to 5 years' experience in compliance in the public or private sector. Understanding of the Human Settlements Sector. Knowledge of computer packages. Analyses and problem solving. Prescripts, policies and practices. Good

Communication skills (verbal and written) Service Delivery and People Management. Proven investigative skills and the ability to present accurate findings in a presentable and acceptably manner.

DUTIES : Support the introduction of measures to monitor the implementation of legislation. Support the investigation of potential areas of compliance, vulnerability and risks with the view to give guidance and support. Support investigations regarding alleged violations of regulations and legislation and make recommendations for the implementation of rectifying measures. Participate in research regarding the impact of external factors on policy development flowing from the implementation of legislation and regulations.

ENQUIRIES : Ms N Nortman (012) 444-9115

NOTE : Representivity: Diversity is promoted. Males and People with Disabilities are encouraged to apply.

POST 16/05 : **ASSISTANT DIRECTOR: FINANCE PEFORMANCE ANALYSIS (3 YEARS CONTRACT) REF NO: DOHS/10/2018**
Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance

SALARY : R334 545 (Plus 37 % in lieu of benefits) per annum

CENTRE : Pretoria

REQUIREMENTS : A three (3) year tertiary qualification in Finance or Management Accounting coupled with 3 to 5 years' experience in Financial Management/ Financial Monitoring and reporting. Knowledge of housing Legislation, Constitutional Act, PFMA, Treasury Regulations, Founding Acts of public entities, Public Service Regulations. Advanced Financial Accounting and Management coupled with Budget management and administration skills.

DUTIES : Monitoring the financial performance of Human Settlements Entities. Co-ordinate the budget planning process for Human Settlement Entities. Facilitate Entities Funding requests and assist with the establishment of new entities, restructuring of entities and the closure of entities.

ENQUIRIES : Ms N Nortman (012) 444-9115

NOTE : Representivity: Diversity is promoted. Males and People with Disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central.
- FOR ATTENTION** : Ms P Hlalele
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 16/06** : **DIRECTOR: INVESTIGATIONS AND PROTECTION (NATIONAL SPECIALISED INVESTIGATIVE TEAM) REF NO: Q9/2018/13**
This is a re-advertisement of ref: (Q9/2017/07) and those who previously applied are encouraged to re-apply.
- SALARY** : R948 174 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office Pretoria
Relevant undergraduate NQF Level 7 or equivalent qualification in law or law enforcement as recognised by SAQA, a minimum of ten (10) years' experience in the Criminal Justice System is required of which at least five (5) years should be on a middle/senior management level. At least five (5) years criminal investigation experience relating to specialised investigations (surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Experience and training in Special Weapons and Tactics (including hand to hand combat) will be a strong recommendation. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management and knowledge of investigative system and procedures, a valid driver's license is essential and training in advanced driving skill would be an added advantage. Ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official

- firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Financial skills, Interpersonal skills, Good Communication skills, Report writing Skills, Facilitation Skills, Negotiation Skills, Highly skilled in Investigation and Firearm usage.
- DUTIES** : Manage investigations of subordinates as well as, where required lead the investigation especially where: Investigation of cases of a specialized nature where normal investigative measures and techniques are insufficient, Investigation of cases associated with high profile / media related cases, Investigation of cases of corruption involving the police where the corruption amount exceeds R 5 million. Investigation of cases involving major crime syndicates, Reviewing and signing off on all recommendations to the National Prosecuting Authority and SAPS, where criminal, departmental recommendations are warranted and ensure that the case is brought before a court of law. Coordination of activities ensuring the safety of witnesses where the safety of the witnesses are in doubt due to the nature of the investigation (suspect being a high profile person/ crime syndicate related/ value associated with the corruption might mean that attempts might be made on witnesses lives). Co-ordination of witness protection where and when needed. Engaging stakeholders on a National Level on all cases investigated by the component, and ensuring effective inter-department co-operation between stakeholders.
- ENQUIRIES** : Mr M Sesoko @ (012) 399 0047
- POST 16/07** : **DIRECTOR: INVESTIGATIONS AND INFORMATION MANAGEMENT REF NO: Q9/2018/14**
This is a re-advertisement of ref: (Q9/2017/08) and those who previously applied are encouraged to re-apply.
- SALARY** : R948 174 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office Pretoria
Relevant undergraduate NQF Level 7 or equivalent qualification in law or law enforcement as recognised by SAQA, a minimum of ten (10) years' experience in the Criminal Justice System is required of which at least five (5) years should be on a middle management level. Thorough knowledge and understating of Criminal Law and the IPID Act. PFMA and other relevant legislation. Knowledge of statistical information. Knowledge of investigative systems and procedures. Knowledge of Human Rights and Governments' broad transformation objectives and initiatives. Sound knowledge of compliance practices and requirements. Project Management and knowledge of investigative system and procedures, a valid driver's license is essential. Ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Financial Management skills, Strategy capability and leadership, Legal court administration skills, Honesty and Integrity, Good Communication skills, Report writing Skills, Facilitation Skills, Negotiation Skills, Highly skilled in Investigation and Firearm usage.
- DUTIES** : Manage the sub-components with regards to both human resources and financial management. Manage and ensure that the component meets its strategic objectives relating to reports submitted to stakeholders and publication relating to annual and half yearly statistics relating to the sub-component: Statistics. Reviewing and coordination of policy review within the component where the policies effect the operations of the IPID relating to investigations. Manage and ensure that the provinces receive equipment that is needed investigations, specialised equipment, firearms related training needs. Manage and ensure that the component meets its strategic objectives relating to research reports submitted possible publication relating to identified project in the programme in line with the allocated budget. Ensure that IPID firearms are managed in terms of the relevant

ENQUIRIES

: legislation and /or policies and that all equipment is on a working order. Engaging stakeholders on a National Level on matters that affects investigations.
Mr M Sesoko @ (012) 399 0047

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: 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** : 07 May 2018
- NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 16/08** : **ADMINISTRATIVE OFFICERS (3 POSTS)**
- SALARY** : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ref No: 04/18/NC Magistrate Office Olifantshoek
Ref No: 05/18/NC Magistrate Office Garies
Ref No: 06/18/NC Magistrate Office Williston
- REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; A valid driver's license will be an added advantage. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure;
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES** : Mr J. Tope ☎ (053) 8021300
- NOTE** : Separate application must be made quoting the relevant reference number

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| <u>POST 16/09</u> | : | <u>SENIOR COURT INTERPRETERS (4 POSTS)</u> |
| <u>SALARY</u> | : | R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Ref No: 07/18/NC; Magistrate Office Kimberley (3 Posts) Ref No: 08/18/NC; Magistrate Office De Aar (1 Post) |
| <u>REQUIREMENTS</u> | : | NQF Level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Three (3) years' practical experience as a Court Interpreter; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; Drivers' license will be an added advantage. Language Requirements: isiXhosa, Tswana, English, and Afrikaans are compulsory. Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. |
| <u>DUTIES</u> | : | To interpret in Court of Law (Civil and Criminal matters), confessions and commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in re-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feedback to Court Interpreter; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties. |
| <u>ENQUIRIES</u> | : | Mr R Muller ☎ (053) 802 1300 |
| <u>NOTE</u> | : | Separate application must be made quoting the relevant reference number. Applicants will be subjected to a Language test |

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: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 08 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). Certified copy of a copy will not be accepted 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 DPSSA 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 POSTS

- POST 16/10** : **DEPUTY DIRECTOR: PENSIONS REF NO: HR 5/1/2/3/25**
- SALARY** : R779 295 – R917 970 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A National Diploma / Degree in Financial Management / Internal Audit / Financial Accounting. 3 years functional experience on Assistant Director Level or entry management in Benefits environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, relevant stakeholders Customer Service (Batho, Pele Principles), Technical Knowledge, White paper transformation, Public Service Regulations (PSR), Public Service Act. Labour Relation Act, Financial Management, Legislative Requirement: PFMA and National Treasury Regulations, COIDA. Skills: Planning and Organizing, Strong Analytic, Communication – Both Written and Verbal, Report Writing, Decision making, Budgeting and Financial Management, Continuous improvement, Stakeholder relations management, Client orientation and customer focus, Problem solving and analysis, Relationship management/ alliance partnering, Diversity management, Critical system thinking.

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| <u>DUTIES</u> | : | Develop and Manage pensions policies. Manage the administration of pensions and pensions run. Manage the maintenance of pensions. Manage the payment of foreign pensioners. Manage all resource in the sub – directorate |
| <u>ENQUIRIES</u> | : | Ms P Sihlangu, Tel No: (012) 319 9334 |
| <u>POST 16/11</u> | : | <u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR 5/1/2/3/26</u> |
| <u>SALARY</u> | : | R779 295 – R917 970 per annum (All inclusive) |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A BSc or BCom degree in Actuarial Sciences or Financial Maths, Quantitative Finance or Financial Economics. 3 years experience in Actuarial or Statistical or Mathematical environment on Assistant Director or entry management level in actuarial services environment Knowledge: Compensation Fund, policies and procedures, relevant stakeholders, Customer Service (Batho Pele Principles), Technical knowledge, Actuarial Services models, processes and techniques. Legislative requirements: COIDA Act, Regulations and policies, Public Service Act, PFMA and National Treasury Regulations, Promotion of Access Information Act, Public Service Regulations. Skills: Business Writing, Required IT, Decision making, Budgeting and Financial Management, Communication -Both written and verbal, Managing inter-personal conflict, Planning and organising, Risk Management and Fund Governance, Actuarial, Statistical, Analytical, Quantitative, Ability to influence, Driving. |
| <u>DUTIES</u> | : | Manage and monitor service level agreements with the appointed actuarial services provider. Manage the execution of technical actuarial services for the Compensation Fund. Manage the compilation of statistical data and information for reporting purposes. Manage all the resources in the sub-directorate |
| <u>ENQUIRIES</u> | : | Mr J Modiba, Tel No: (012) 406 5609 |
| <u>POST 16/12</u> | : | <u>DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HR 5/1/2/3/23</u> |
| <u>SALARY</u> | : | R657 558 – R774 576 per annum (All inclusive) |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A Three year degree/ diploma in Information technology is required. 3-5 years' management experience in database administration (Oracle), application database management (oracle), designing and extracting reports & PL/SQL and crystal reports. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Compensation Fund Value Chain, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Required IT knowledge, Information technology operating systems, Risk Awareness, COIDA Act, Public Service Regulations, Public Service Act, Knowledge management applications, Understanding of the capabilities and limitations of information technology, Database structures and procedures, Tools and utilities. Programming techniques, Knowledge management procedures, processes, policies and standards Legislative Requirement: COIDA Act, Regulations and Policies, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations. Skills: Fund Information Technology operating systems, Data capturing, Data and records management, Telephone Skills and Etiquette, Excellent knowledge management , Library management, Archiving and records management, Cataloguing, Problem Solving and analysis, Decision making, Accountability, Analytical, Planning and organising, Institutionalization of research, Report writing and information management, Communication, Computer literacy, Attention to detail. |
| <u>DUTIES</u> | : | Design and develop a reporting framework. Develop and draw strategic and operational report. Contribute to the development of an executive dashboard and an integrated client database. Manage the information resource centre. Provide Knowledge management training and system monitoring. Manage the sub-directorate |
| <u>ENQUIRIES</u> | : | Mr JTR Headbush, Tel No: (012) 406 5853 |

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| <u>POST 16/13</u> | : | <u>DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: HR 5/1/2/3/24</u> |
| <u>SALARY</u> | : | R657 558 – R774 576 per annum (All inclusive) |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A Three year qualification in Security Management/ equivalent qualification. Completed NIA security management course. Private Security Industry Regulatory Authority grade A. 3-5 years relevant experience in security management Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Value chain and business processes, Relevant Fund policies, procedure and processes, Stake holders and customers, Customer Service (Batho Pele Principles), Technical knowledge Legislative requirements: COIDA Act, Regulations and policies. Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Public Service Regulations, Criminal Procedure Act, Corruption Act. Skills: Required Technical Proficiency, Business Writing, Required IT, Data and records Management, Telephone skills etiquette, Security, Investigation. |
| <u>DUTIES</u> | : | Manage the Physical security compliance with the Minimum Information Security Service. Manage the security operations of the Fund. Develop, implement and monitor the application of egress protocols in accordance with the control of access to public premises and vehicle act (Act 53 of 1985). Manage the sub-directorate. |
| <u>ENQUIRIES</u> | : | Mr AK Pillay, 012 406 5608 |
| <u>POST 16/14</u> | : | <u>ASSISTANT DIRECTOR: PENSION PAYMENTS REF NO: HR 5/1/2/3/19 (2 POSTS)</u> |
| <u>SALARY</u> | : | R417 552 – R491 847 per annum |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A National Diploma / Degree in Accounting/ Financial Management. 2 years functional experience on pension or payroll administration environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge Legislative requirements: COIDA, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Planning and Organizing, Communication Skills – Both Written and Verbal, Decision making, Budgeting and Financial Management, Managing inter – personal conflict and resolving problems, Risk Management and Fund Governance, Analytical, Required Technical Proficiency, Business Writing, Data and records management. |
| <u>DUTIES</u> | : | Provide inputs into the pension's payment policy. Approve pension payments and monitor correct banking details database. Release pensions for foreigners. Establish and maintain relations with stakeholders. |
| <u>ENQUIRIES</u> | : | Ms P Sihlangu Tel No: (012) 319 9334 |
| <u>POST 16/15</u> | : | <u>ASSISTANT DIRECTOR: PENSION ADMINISTRATION AND MAINTENANCE REF NO: HR 5/1/2/3/20 (4 POSTS)</u> |
| <u>SALARY</u> | : | R417 552 – R491 847 per annum |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | A National Diploma / Degree in Accounting, Internal Auditing and Occupational Nursing. 3 years experience on Senior Practitioner level in a pension or payroll administration environment Knowledge: Compensation Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles), Technical Knowledge Legislative requirements: COIDA. Public Service Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Planning and Organizing, Communication – Both Written and Verbal, Decision making, Budgeting and Financial Management, Managing inter – personal conflict and resolving problems, Risk Management and Fund Governance, Analytical, Required Technical Proficiency, Business Writing, Data and records management. |
| <u>DUTIES</u> | : | Provide inputs in the development of pension's policies. Maintain pensions master data. Compile reconciliation of pensions changes. Maintain proper record management of pension files. Establish and maintain relations with stakeholders. |
| <u>ENQUIRIES</u> | : | Ms P Sihlangu Tel No: (012) 319 9334 |

POST 16/16 : **ASSISTANT DIRECTOR: TREASURY AND INVESTMENTS MANAGEMENT**
REF NO: HR 5/1/2/3/21

SALARY : R417 552 – R491 847 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Finance or Investment Management. 2 years functional experience in treasury and investment management environment on Senior State Accountant level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Batho Pele Principles, Technical knowledge, Data and records management, Treasury and investment models, tools, processes and techniques Legislative requirements: COID Act, Regulations and Policies, Public Service Act, PFMA and National Treasury Regulations, Public Service Regulations. Skills: Required Technical Proficiency, Business Writing, Required IT, Budgeting and Financial Management, Communication both verbal and written, People and Performance Management Managing inter-personal conflict, Planning and organising, Problem solving, Risk Management and Fund Governance, Statistical, Analytical, Finance Reporting, Financial management, Treasury management, Investment management.

DUTIES : Review the reports on the position and performance of the investment portfolios. Perform the investment accounting review functions of the portfolios. To monitor the daily cash flow of the Fund. Supervision of staff.

ENQUIRIES : Mr L Kotta, 012 319 9266

POST 16/17 : **ASSISTANT DIRECTOR: ACTUARIAL SERVICES REF NO: HR 5/1/2/3/22**

SALARY : R417 552 – R491 847 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A B.Sc. degree in Actuarial Sciences/Mathematical Stats/ Statistics. 3 years experience on Actuarial or Statistical or Mathematical on Senior State Accountant level in actuarial service environment Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical knowledge, Actuarial Services models, processes and techniques Legislative requirements: COIDA Act, Regulations and policies, Public Service Regulations, PFMA and National Treasury Regulations, Promotion of Access Information Act. Skills: Business Writing, Required IT, Decision making, Communication verbal and written, Budgeting and Financial Management, Customer Focus and Responsiveness, Managing inter-personal conflict, Planning and organising, Problem solving, Risk Management and Fund Governance, Actuarial, Statistical, Analytical, Quantitative.

DUTIES : Maintain the service level agreement with the appointed actuarial services provider. Monitor the execution of actuarial service functions for the Compensation Fund. Compile statistical data and other information for reporting purposes. Attend to administrative functions within the sub-directorate.

ENQUIRIES : Mr L Kotta, 012 319 9266

POST 16/18 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: HR 5/1/2/3/16**

SALARY : R334 545 – R394 065 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualifications in Business Management / Business Administration / Management Services. 2 years functional experience in Strategic planning environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Monitoring and Evaluation Framework, Legislative Requirement: COIDA, PFMA and National Treasury Regulations, Public Service Act, Public Service Regulations (PSR). Skills: Strategic planning. Client orientation and customer focus. Programme and project management. Strong analytical, Communication, (verbal and written). Conflict management, Planning and organising, Problem solving, Computer literacy, Report writing, Financial and budgeting management, Gathering of performance data.

- DUTIES** : Coordinate and facilitate the development of Compensation Fund strategy and Operational plans. Facilitate the implementation of the Compensation Fund strategies and Operational plans. Coordinate the Compilation of strategic and operational plans. Facilitate the development and implementation of service delivery improvement plan.
- ENQUIRIES** : Mr MJ Ledwaba: (012) 319 9277
- POST 16/19** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/17**
(This is a Re-Advertisement candidates who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum
: Compensation Fund, Pretoria
: A Three year qualification in Management Services (Work Study)/ Operations Management/ Production Management/ Industrial Psychology/ (Human Resource Management / Public Management/ Business Management/ Applied Organisational Development). 2 years experience on Senior Practitioner level on related environment. 2 years supervisory experience on related environment. Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Work study techniques, procedures and methods, Job Evaluation and Organisational design, Job Evaluation models processes and techniques, White paper on transformation
Legislative requirements: Public Service Regulations (PSR), PFMA and National Treasury Regulations, Public Service Act (PSA), Labour Relation Act. Skills: Problem Solving, Root cause identification, Presentation, Planning and Organising, Strong Analytic , Communication -Both Written and Verbal, Report Writing, Driving, Decision Making, Budget and Financial management, Continuous improvement, Performance Management.
- DUTIES** : Design and maintain the organisational structures and facilitate the reviews thereof. Facilitate and coordinate the development of job descriptions / profiles for Compensation Fund. Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund. Management of resources.
- ENQUIRIES** : Ms MZ Makua, Tel No: (012) 400 8522
- POST 16/20** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT INFORMATION SERVICES REF NO: HR 5/1/2/3/18**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum
: Compensation Fund, Pretoria
: A Bachelor's Degree Commerce/ Statistics is required. 3-5 years' experience in a related position in an analytical, statistical and Information/ Knowledge management services. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Corporate governance guidelines and strategies, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Knowledge management applications, Database structures and procedures, Basic programming techniques, Basic research methodology: Legislative Requirement: Compensation for occupational Injuries and diseases Act (COIDA), regulations and policies, Public Service Regulations, Public Service Act, Treasury regulations, Supply chain management prescripts, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF) Unemployment, Insurance Act (UIA), LRA, EE Act, SDA & BCEA. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), People and performance management, Problem solving and analysis, Planning and organising, Knowledge management (including data management and record keeping), Negotiation, Decision making, Diversity Management, Self-Management, Developing others,

DUTIES

: Computer literacy (with extensive Excel and Access), Conflict management, Research, Statistical analysis, Quality control, External Environmental Awareness. Coordinate the collection, collation, processing of data and information. Conduct analysis and disseminate statistical information to the various stakeholders. Implement the operational plan of the sub-directorate.

ENQUIRIES

: Mr JRT Headbush, Tel No: (012) 406 5608

DEPARTMENT OF MINERAL RESOURCES

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| <u>APPLICATIONS</u> | : | The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, |
| <u>FOR ATTENTION</u> | : | Ms N Maseko/ Ms T Sibutha |
| <u>CLOSING DATE</u> | : | 15 May 2018 |
| <u>NOTE</u> | : | All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers license is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful. |

OTHER POST

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| <u>POST 16/21</u> | : | <u>HUMAN RESOURCE PRACTITIONER REF NO: DMR/18/0001</u> |
| <u>SALARY</u> | : | R281 418 per annum (Level 08) |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification in Human Resource Management or related field coupled with relevant experience and a valid driver's license Plus the following key competencies: Knowledge: Recruitment and Selection process, Performance Management & Development System, Persal, Understanding policy research analysis and development process. HR legislation (with an emphasis on those applicable to recruitment and selection, Skills: Ability to interpret and apply policies, Report writing and formulation, Analytical. Computer literacy, Interpersonal skills: Communication: Good verbal and written, Creativity: Must be innovative thinker and be able to express the creativity. |
| <u>DUTIES</u> | : | Develop, implement and maintain Human Resource Provisioning Policies and practices. Administer the recruitment and selection of human resources as well as the retention of staff. Liaise with Employment Relations Management with a view to resolve grievances relating to recruitment, selection and placement. Render professionals advice and guidance to line managers on Human Resource Provisioning & PMDS issues. Co-ordinate all assessment information and recording including minutes, work plans/ performance agreements and ensure identifying shortcomings and make recommendations on computerised PMDS. Give advice to employees on PMDS related issues. |
| <u>ENQUIRIES</u> | : | Mr T Mnisi ☎012 444 3361 |
| <u>NOTE</u> | : | Coloureds, Indians a well as people living with disabilities are encouraged to apply. |

OFFICE OF THE CHIEF JUSTICE

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

CLOSING DATE : 04 May 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis.

OTHER POSTS

POST 16/22 : **CHIEF REGISTRAR: REF NO: 2018/121/OCJ**

SALARY : (MR6) R420 909 – R1 023 054 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : High Court Pietermaritzburg
 : Grade 12 and an LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's license; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self- management.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES APPLICATIONS : Ms L Marrie (031) 372 3167
 : Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street:

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| <u>POST 16/23</u> | : | <u>CONTRACT ADMINISTRATION CLERK (LEGAL) (CONTRACT VALID UNTIL 31 MARCH 2019) (27 POSTS)</u> |
| <u>SALARY</u> | : | R152 862 per annum plus 37% in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Regional Courts: RC: Johannesburg Ref No: 2018/122/OCJ (1 Post) RC: Port Elizabeth Ref No: 2018/123/OCJ (1 Post) RC: Cape Town Ref No: 2018/124/OCJ (1 Post) RC: Kimberley Ref No: 2018/125/OCJ (1 Post) RC: Durban Ref No: 2018/126/OCJ (1 Post) RC: Mmabatho Ref No: 2018/127/OCJ (1 Post) RC: Nelspruit Ref No: 2018/128/OCJ (1 Post) RC: Polokwane Ref No: 2018/129/OCJ (1 Post) RC: Bloemfontein Ref No: 2018/130/OCJ (1 Post) District Courts: DC: Johannesburg Ref No: 2018/131/OCJ (1 Post) DC: Ranburg Ref No: 2018/132/OCJ (1 Post) DC: Pretoria Ref No: 2018/133/OCJ (2 Posts) DC: Bloemfontein Ref No: 2018/134/OCJ (1 Post) DC: Welkom Ref No: 2018/135/OCJ (2 Posts) DC: Mmabatho Ref No: 2018/136/OCJ (1 Post) DC: Port Elizabeth Ref No: 2018/137/OCJ (1 Post) DC: Umthatha Ref No: 2018/138/OCJ (1 Post) DC: Polokwane Ref No: 2018/139/OCJ (1 Post) DC: Kimberley Ref No: 2018/140/OCJ (1 Post) DC: Durban Ref No: 2018/141/OCJ (1 Post) DC: Verulam Ref No: 2018/142/OCJ (1 Post) DC: Pietermaritzburg Ref No: 2018/143/OCJ (1 Post) DC: Nelspruit Ref No: 2018/144/OCJ (1 Post) DC: Cape Town Ref No: 2018/145/OCJ (1 Post) DC: Wynberg Ref No: 2018/146/OCJ (1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12. An LLB Degree or equivalent qualification and 0 to 2 years will serve as an added advantage. Skills and Competencies: Research skills; Communication skills (verbal and written); Minute taking skills; Time management skills; Good reporting skill; Creative and analytical thinking skills; Computer literacy. |
| <u>DUTIES</u> | : | Conduct legal research for the Regional Court President / Chief Magistrate. Provide secretarial and administrative functions to the Regional Court President / Chief Magistrate. Compilation of statistics Case Flow management. Assisting Regional Court Registrars. |
| <u>ENQUIRIES</u> | : | Ms L Mothemane (010) 493 2500. |
| <u>APPLICATIONS</u> | : | National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand |

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
www.dpme.gov.za
- CLOSING DATE** : 04 May 2018 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 16/24** : **SENIOR PLANNING OFFICER REF NO: 033/2018**
CD: Planning Alignment
- SALARY** : R281 418 – R331 497 per annum (Level 8) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 06) or in Social Sciences, Economics, Finance or Public Management or equivalent with at least 5 years experience of which 2 years must be in an administrative functioning in a planning and/or development environment and 2 years at supervisory level. Must have Basic low level research skills, computer skills and analytical skills. Should possess the following skills: Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial

resources. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations.

DUTIES : The successful candidate will be responsible for providing support and coordination of the oversight of Short and Medium Term Planning, reporting and implementation programmes in government. This entails supporting in the assessment of the 1st and 2nd draft Medium Term Plans and reports and Coordinating engagements with departments (National, Provincial) & schedule 3A & 3C Public Entities. Coordinate capacity building for department's and 3A & 3C Public Entities w.r.t Medium Term Planning and Reporting; Support the coordination of Planning Forums and coordinate and liaise administrative, financial and logistical processes within the chief directorate.

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

POST 16/25 : **PLANNING OFFICER REF NO: 034/2018**
CD: Planning Alignment

SALARY : R226 611 – R266 943 per annum (Level 7) plus benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 06) or equivalent in Social Science, Economics, Finance or Public Administration with at least 3 years experience of which 2 years must be in Administrative functioning in a planning and/or developmental environment. Must have Basic research skills, computer skills and analytical skills. Should possess the following skills: Ability to apply technical/ professional skills, ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills. Ability to coordinate financial resources. Knowledge of public sector legislation such as, PFMA and Treasury Regulations and Public Service Act and Regulations.

DUTIES : The successful candidate will provide administrative support with the oversight of short and medium term planning, reporting and implementation programmes in government. This entails coordinating the submission of Medium Term Plans and reports; Assist with the coordination of engagements with departments (National, Provincial) and Schedule 3A & 3C Public Entities) and assist with logistical arrangements for capacity building for department's w.r.t. Medium Term Planning and Reporting. Assist with the coordination of Planning Forums and render services w.r.t S&T's, agenda, minutes and preparation for meetings & other engagements, venue bookings, filling and labour saving devices.

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

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted.
- CLOSING DATE** : 04 May 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 16/26** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: 3/2/1/2018/109)**
Office of the Registrar of Deeds
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate 3 year diploma/degree or equivalent qualification in Supply Chain Management Services or Financial Management. 3 years supervisory experience in supply chain management. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations and other related prescripts. Knowledge of supply chain management policy. Knowledge of government systems and structures. Knowledge of working on a Trading Account. Knowledge of the ACCPAC system. Knowledge of human and finance resource management. Knowledge of government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.
- DUTIES** : Managing the Demand Management Process. Compile and review DMP. Compile procurement plan. Verify procurement request received with DMP and advise clients. Verify and advice on specification/Terms of reference from end users. Identify advice and implement sourcing strategies for procurement. Manage the procurement of goods and services. Maintain debtors account database. Update account holders details. Address account queries. Ensure that procurement procedures are adhered to before orders are authorised. Analyse budge and prepare reports that compare budgeting costs to actual costs. Manage the collection of money. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Maintain the asset register according to office policies and standards. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Managing of contracts. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation.

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| <u>NOTE</u> | : | Preference would be given to Coloured and Indian Males, and Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply. |
| <u>POST 16/27</u> | : | <u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION (REF NO: 3/2/1/2018/110)</u> Office of the Chief Registrar of Deeds |
| <u>SALARY</u> | : | R281 418 per annum (Level 8) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | National Diploma in Human Resource Management/Public Administration/Public Management. 3 years' experience working in Recruitment or HR Administration. Knowledge of Labour and Employment Legislation. Knowledge of Human Resource Policies. Knowledge of Public Service Regulation Policies. Interpersonal skills. Computer Literacy. Written and Verbal Communication. Negotiation Skills. Conflict resolution skills. Problem solving skills Facilitation skills. Interpretation skills. Investigation skills. Analytical Skills. |
| <u>DUTIES</u> | : | Facilitate the advertisement of approved funded posts. Advertise posts approved for filling on e-recruitment. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on Persal System. Ensure that all the appointments, promotions and transfers are accurately implemented on Persal system. Update the establishment and report discrepancies. Provide monthly statistics. |
| <u>NOTE</u> | : | Preference would be given to African, Coloured, Indian, White Males, and Coloured, Indian, and White Females and people with disabilities. However non designated group are also encouraged to apply. |
| <u>POST 16/28</u> | : | <u>PRINCIPAL HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/111)</u> Office of the Chief Registrar of Deeds |
| <u>SALARY</u> | : | R226 611 per annum (Level 7) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate. 3 years' experience in performance management and training environment. Knowledge of Public Service Act, as amended. Knowledge of Public Service Regulations, as amended. Knowledge of National Minimum Information Requirements. Knowledge of DPSA Incentive Policy Framework. Knowledge of relevant HRM Policies and Procedures. Interpersonal skills. Communication skills (written or verbal). Organising skills. Technical skills. Presentation skills. Problem solving skills. Computer literacy. |
| <u>DUTIES</u> | : | Implement the policy framework for performance management participate in the reviewing thereof. Monitor capturing of performance agreements and quarterly reviews. Monitor capturing of quarterly probation forms. Provide advice and support to line management with regards to EPMS. Provide secretariat duties to Directorate Assessing Committee and Moderating Committee sittings. Draft Sub-Directorate DAC/MC/Workshop calendar/diary. Provide inputs on the reviewing of performance-related policies. Verify and approve performance incentives and probations transactions on Persal system. Check accuracy of the information captured and approve. Check accuracy of the information captured on probation and approve. Draw performance and probation-related reports on Persal. Manage administration of the performance and probation database. Compile statistics on performance and probation. Reconcile performance and probation database with |

Persal reports. Quality check submitted performance documents and capturing on Persal. Check submitted performance agreements and quarterly reviews and capture/approve on Persal. Provide reports on the quality of submitted performance agreements and quarterly reviews. Manage administration of training within the Branch. Oversee updating of Branch training database. Organise training and attend to all training logistical arrangements. Reconcile training attended with attendance registers. Conduct training evaluation and impact assessment. Provide progress report of Branch bursary holders. Facilitate internship within the Branch. Administer induction. Create and update CIP database. Monitor enrolment of probationers on CIP. Facilitate Departmental induction's nominations of newly appointees. Provide reports on training.

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

POST 16/29 : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/113)**
Office of the Chief Registrar of Deeds

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

REQUIREMENTS : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES : Render the administration, secretarial and support services to the Chief Director. Receive & screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that OFTAR's and DOTR's for Chief Director are completed and approved. Compile and submit S&T s and SMS claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (Workshops, Shortlistings, Interviews, Monthly Management and Staff meetings). Circulation of invitations for Chief Director meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type /draft letters to stakeholders, memorandums (petty cash, stationery, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-Players. Use a tape recorder to recordings minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Chief Director and track the implementation thereof.

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

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** : 11 May 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.

MANAGEMENT ECHELON

POST 16/30 : **DEPUTY DIRECTOR-GENERAL: INTEGRATED COOPERATIVES DEVELOPMENT REF NO: DDG 08/18**

SALARY CENTRE REQUIREMENTS : R1 370 973 all inclusive package per annum
: Pretoria
: The successful candidate will have a Bachelor Degree in Economics/Business Leadership/Social Science (Political Science/Development Studies) and a postgraduate qualification in the same discipline. Expert strategic capability and leadership, expert policy formulation and implementation, advanced communication skills, advanced service delivery innovation, proven financial management skills, client orientation and customer management skills, advanced people management and empowerment skills. Eight to ten (8-10) years' experience at a senior management level (this experience could have been in the private or public sectors). The successful candidate will be required to enter into a performance agreement within three months of appointment.

DUTIES : The incumbent is expected to provide leadership and take accountability in creating an ecosystem that supports the establishment, growth and sustainability of Cooperatives. Provide direction and leadership in the establishment of policy mechanisms, frameworks and guidelines to promote coherence in the establishment and supports growth and sustainability of cooperatives. Provide instruments and mechanisms that are responsive, agile and adaptable to change in the cooperatives development landscape and economic conditions. Influencing the conclusion of transversal agreements to advance the establishment, growth and sustainability of cooperatives. Promoting private sector partnership that support enterprise and supplier development and incubators in order to develop and nurture cooperatives into sustainable enterprise that can provide employment and contribute to economic growth. Inform and institutionalize effective, efficient and ethical management of strategic relationships. Communicates with internal and external stakeholders and lead complex discussions without compromising the integrity of the Department and the Public service. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the

ENQUIRIES

: Branch. Provide direction and assume responsibility in respect of the management of financial, human and physical resources of the Branch.
Mr Mciniseli Jele, Tel No: (012) 394-5241

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application.
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. Applications must be submitted on a signed Z83 Form, which can be obtained from the dti's website (<http://www.thedti.gov.za>) and must be accompanied by a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 16/31** : **DIRECTOR: TRADE IN SERVICES REF NO: ITED/TRADE 008**
Overview: To lead and manage the development and implementation of strategies and programmes for Trade in Services sector.

- SALARY CENTRE REQUIREMENTS** : All-inclusive Remuneration Package of R948 174 per annum (Level 13)
: Pretoria
: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics/International Relations and / or Law. 5 years' relevant experience at a middle/senior managerial level in a private sector and/ or public service. Key requirements: Experience in trade negotiations. Experience in policy formulation and implementation. Experience in and sound knowledge of the WTO's General Agreement on Trade in Services. Experience in and sound knowledge of the continental and regional integration processes currently underway in Africa. Business knowledge of the dti. Strategic capability and leadership. Economic analysis skills. People management and empowerment. Project management skills. Financial management skills. Advanced written and communication skills. Willing to travel (Domestic and International). Valid driver's license.

- DUTIES** : Conduct multilateral services negotiations and develop negotiating strategies, sectoral requests and offers. Conduct plurilateral and bilateral services negotiations and develop negotiation strategies and specific commitments. Develop a framework for the establishment, implementation and overseeing of a services statistical database. Provide regular updates on services negotiations to NEDLAC and consult with them on all relevant services negotiations. Hold regular consultations with all relevant government departments, regulators and other stakeholders. Manage the governance issues arising from contracts with third parties. Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate.

- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

- NOTE** : In terms of the dti's EE requirements, preference will be given to African male, Coloured female and Indian candidates as well as people with disabilities.

OTHER POST

- POST 16/32** : **DEPUTY DIRECTOR: LEGAL INTERNATIONAL TRADE AND INVESTMENT
REF NO: ITED/LEG IT & INV 002**
Overview: To provide legal advice on complex international trade and investment policy & negotiations, and obligations and rights arising out of international agreements.
- SALARY
CENTRE
REQUIREMENTS** : All-inclusive Remuneration Package of R779 295 per annum (Level 12)
: Pretoria
: Mandatory requirements: An LLB Degree and admitted attorney or advocate. 3-5 years' relevant managerial experience in a legal work environment / international trade work environment / legal or international trade research environment. Key requirements: Experience in and knowledge of International Trade Law, International Protocols, South African Legal System, Trade Diplomacy and Knowledge Management. Experience in Project Management. Knowledge of the dti business. Strategic Capability and Leadership skills. Communication skills (Verbal and Written). Analytical thinking skills. Problem solving skills. Planning and organising skills. People management and empowerment. Relationship management skills. Financial management skills. Change management. Computer literacy (Microsoft Office package).
- DUTIES** : Provide general legal advice on various issues that arise in the context of economic instruments that South Africa enters to, assist with ratification of such legal instruments & liaison with State Law Advisors. Draft legal opinions on various issues that may arise in the context of International Trade and International Investment Law, taking into South Africa's international obligations and risk management. Participate in the initiating and defending trade disputes that may arise in the WTO context and trade or investment disputes that may arise in the regional context or within a bilateral context. Act as a point of contact for the coordination of trade or investment disputes, providing logistical as well as technical assistance to the line-function departments, drafting statements of claim or defence and managing the legal process in conjunction with outside counsel as and when required. Develop country and customs union negotiating positions on International Trade and Investment issues, legally vet positions and contribute to formulation of legal text reflecting outcome of negotiations, present positions at various bilateral and multilateral negotiating forums. Undertake legal and policy research and provide analysis on various International Trade and International Investment negotiating issues. Undertake consultations with various stakeholders as well as and when necessary. Work with and lead team members involved in legal issues arising in various bilateral and multilateral negotiating forums.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
- NOTE** : In terms of the dti's EE requirements, preference will be given to Coloured candidates, Indian male and African female candidates as well as people with disabilities.

DEPARTMENT OF WATER AND SANITATION**APPLICATIONS**

- : Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms L Van Wyk
- Kimberly: Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For attention: Ms. C Du Plessis
- Gauteng: Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For attention: Mr. Daniel Masoga
- Mbombela, Groblersdal: Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela,1200 or hand deliver at Prorom Building, Cnr Brown & Paul Kruger Streets, Mbombela. For attention: Mr MJ Nzima
- Polokwane: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki & Joubert Streets, Azmo Place Building (Registry Office 4rth floor). For attention: Mr. M.P Makgakga, Tel 015 – 290 1386
- Bellville: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Mr. B. Saki 021 941 6018
- Durban: Please forward your application quoting the reference number to The Provincial Head: KwaZulu Natal, Department of Water and Sanitation. P.O. Box 1018, Durban, 4000 or hand-deliver to 88 Joe Slovo Street (previously Field Street), Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)
- Mmabatho: Please forward your application quoting the reference number to The Acting Provincial Head: North West, Department of Water and Sanitation, Private Bagx5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr. James Moroka drive and Sekame Road, Unit 99 Ground floor. For attention: Mr MJ Ntwe

CLOSING DATE

: 04 May 2018 Time: 16h00

NOTE

: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts.

MANAGEMENT ECHELON

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| <u>POST 16/33</u> | : | <u>DIRECTOR: WATER SERVICES MACRO PLANNING REF NO: 040518/01</u> CD: Water Services and Local Water Management |
| <u>SALARY</u> | : | R948 174 per annum (all-inclusive salary package) Level 13 |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A B-Degree in Engineering or Science (NQF 7) or equivalent qualification. Six (6) to ten (10) years experience in water services environment of which five (5) years experience should be at middle/senior management level. Knowledge and experience of policies and developments in the water sector. Knowledge and experience in the business of water services such as water services planning, information systems and development of Water Services Development Plan (WSDPs). Demonstrated leadership ability and strategic management. Financial management skills. Good understanding of current issues on water services delivery in the country. High level written and verbal communication. A valid driver's Licence (Certified copy must be attached). |
| <u>DUTIES</u> | : | Provide strategic leadership to water services macro planning environment. Lead the development of water services plans at national, provincial and local spheres. Lead the Department of Water and Sanitation key programmes that support local government with respect to planning for provision of water services. Lead development and maintenance of water services information systems. Establish and maintain reporting mechanisms for Government outcomes related to provision of water services. Establish and maintain monitoring and evaluation structures and tools on the performance of water services authorities and water services providers. Establish and maintain reporting mechanisms for Sustainable Development Goals (SDGs) related to water services. People and resource management. |
| <u>ENQUIRIES</u> | : | Mr M Matlala Tel No: (012) 336 7860 |
| <u>POST 16/34</u> | : | <u>DIRECTOR: WATER SECTOR SUPPORT REF NO: 040518/02</u> Branch: Operational Integration: Northern Cape |
| <u>SALARY</u> | : | R948 174 per annum (all-inclusive salary package) Level 13 |
| <u>CENTRE</u> | : | Kimberley |
| <u>REQUIREMENTS</u> | : | A B-Degree in Natural Science, Social Science (NQF 7) or equivalent. Five (5) to ten (10) years relevant experience of which five (5) years should be at middle or senior management level. Experience in managing a technical/scientific environment. Presentation, negotiation, communication and interpersonal skills. Good service delivery innovation, policy and strategy development skills. Knowledge and understanding of Water Services Act and National Water Act, Public Finance Management Act (PFMA), Public Service Act and Public Service Regulation, Treasury Regulations and other relevant Acts. Knowledge of water sector dynamics, project and programme management and Integrated Water Resource Management. A valid driver's License (Certified copy must be attached). |
| <u>DUTIES</u> | : | Provide leadership to the Directorate and external transformation to all stakeholders. Assist stakeholders with the development of Intergraded Development Plans (IDP) and Business Plans. Develop and implement performance improvement innovation within the Directorate. Provide advice to Top Management and relevant directorates with legislation as well as relevant sector body on policies and strategies. Liaise effectively with relevant stakeholders in the sector about the functions of the Directorate. Conduct operational and business planning for the Directorate. Oversee and ensure promotion of all inter-governmental relations. Liaise with stakeholders for planning initiatives. Facilitate the rendering of support to institutions and rendering of technical support services. Participate as a key player in the Water and Sanitation function strategic plan. Promotion of inter-governmental relations, effective planning and support of the water sector, develop expenditure forecast on quarterly basis for the Directorate. Manage Human Resources within the section. Manage the development of subordinates. Ensure the planning of interventions for poor performance. Ensure effective development and implementation of policies and strategies for the |

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| | | Directorate functions. Ensure the development and implementation of a financial management and budgeting functions for the Directorate. |
| <u>ENQUIRIES</u> | : | Mr A Abrahams, Tel No: 053 830 8800 |
| <u>NOTE</u> | : | Persons with disabilities, African Females, Indian Females and Males are encouraged to apply. |
| <u>POST 16/35</u> | : | <u>DIRECTOR: INTERNAL CONTROL REF NO: 040518/03</u> CD: Risk Management (Main Account) |
| <u>SALARY</u> | : | R948 174 per annum (all-inclusive salary package) Level 13 |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Degree in Financial Accounting / Financial Management / Internal Audit / Risk Management (NQF 7) or relevant qualification. Professional certification in Financial and Accounting Management (CA, CIMA, SCCA, CPA). Five (5) to ten (10) years experience in a Financial Management, Auditing or relevant field of which five (5) years should be at middle or senior management level. Experience Enterprise Resource Planning Systems, implementation of GRAP Standards and Audit Processes. Knowledge and experience in Financial Management and Financial Accounting. Knowledge and Understanding of PFMA (Public Finance Management Act), Treasury Regulations, Tax legislation and SCOA. |
| <u>DUTIES</u> | : | Manage the development of internal control policies and procedures in line with the PFMA. Draft implementation plans, monitor policy implementation. Development and implementation of internal control mechanisms. Establish integrated internal control systems. Establish Departmental governance frameworks. Development and monitoring of financial related control systems. Establish the Departmental oversight and related committees. Management of audit queries. Manage responses to audit queries within the required time frame. Facilitate the development of integrated reports to the Office of the Auditor-General. Management of fraud and losses. Development of departmental fraud prevention strategy. Development of departmental loss control system. People and Resource Management. |
| <u>ENQUIRIES</u> | : | Ms M Manukuza, Tel No: 012 336 6500 |
| <u>POST 16/36</u> | : | <u>DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 040518/04</u> Branch: Operational Integration: Mpumalanga |
| <u>SALARY</u> | : | R948 174 per annum (all Inclusive package) Level 13 |
| <u>CENTRE</u> | : | Mbombela |
| <u>REQUIREMENTS</u> | : | A Bachelor of Science degree or Business Management (NQF 7). Five (5) to ten (10) years relevant experience in Water Resource Management Environment of which five (5) years should be at middle or senior management level. Knowledge and experience of the water sector and water related legislation and policies preferably in Integrated Water Resource Management. Knowledge and experience of business and management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analysis. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas for the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good management and financial management skills. Good negotiation, problem solving, interpersonal and decision-making skills. Knowledge of project and programme management. A valid driver's Licence (certified copy must be attached). |
| <u>DUTIES</u> | : | Provide leadership within the Directorate. Advise top management and legislature as well as relevant sector bodies on policies and strategies relevant to the Department. Liaise effectively with various stakeholders in relevant sectors about Departmental programmes as well as promote involvement and participation. Ensure facilitation of the establishment of Catchments Management Agencies (CMAs) and other Water Management Institutions (WMIs). Ensure the strategic planning co-ordination and management of water resource activities in Inkomati |

CMA, Olifants proto-CMA and WMIs. Ensure and oversee the promotion of inter-Governmental relations and good governance principles. Liaise and ensure effective participation with external stakeholders. Manage and provide implementation plans for all water resource activities with the relevant WMA. Promote and manage water use efficiency and Water Resource Management programmes. Co-ordinate and ensure the development of the Catchments Management Strategy for each water management area. Manage and ensure activities in both the Olifants and Inkomati Water Management Areas (WMA's). Manage Water Resources: National and International. Manage international and intergovernmental relations.

ENQUIRIES : Mr F Guma, Tel No: 013 759 7310/11

OTHER POSTS

POST 16/37 : **CHIEF ENGINEER GRADE A REF NO: 040518/05**

Branch: Operational Integration: Mpumalanga
Dir: Infrastructure Development and Maintenance

SALARY : R935 172 per annum (all inclusive OSD salary package)

CENTRE : Mbombela

REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Applicants must be willing to travel extensively, work irregular hours and have the ability to work independently. The following will be an added advantage: Advanced computer skills (MS Word, Power Point and MS Excel) and knowledge of GIS applications. Proven leadership skills. Knowledge of Water Service Act and National Water Act and other environmental legislation. Sound administrative skills. Experience in project and financial management. Good written technical report ability and verbal communication. Programme and project management.

DUTIES : Render technical advice and support to WSA's in water services related infrastructure needs. Provide technical and professional advice on the developmental needs and conceptualize possible solutions to meet water demands. Approval of designs and Technical Reports. Manage the delivery of infrastructural programmes within the Region. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of Infrastructure Development and Maintenance. Monitor construction methods, techniques, sequence and procedures for each project. Check and ensure project quality and procedures adherence. Attend technical and site meetings. Prepare project performance evaluation and reporting. Certification of construction work completed. Compile monthly progress reports in line with prescribed formats. Provide mentorship to subordinates. Ensure there is Governance; Financial Management and People management.

ENQUIRIES : Ms M Matiso, Tel No: 013 759 7330

POST 16/38 : **REGIONAL DEPUTY DIRECTOR REF NO: 040518/06**

Branch: National Water Resources Infrastructure (NWRI): RBIG

SALARY : R779 295 per annum (all inclusive package) Level 12

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in Social Science, Environmental Management, Project Management, Civil Engineering or Natural Science. Three (3) to five (5) years experience in integrated water resource management and industrial related project planning and / or management experience preferably in the water sector. Knowledge and experience in contract administration, business principles and business law. Effective management and leadership skills. Effective computer skills in Microsoft Office and Lotus Notes. Knowledge and experience in Project management. Effective communication skills both verbally and written. Effective analytical and problem solving skills. Knowledge and understanding of Human Resources Management, legislation, policies and procedures. Knowledge of Public Finance Management Act. A Valid drivers License (please attach a copy).

- DUTIES** : Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the Province. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation, financial management, coordination and planning. Ensure the finalization of project readiness studies (projects ready for implementation, priority projects not ready for implementation). Future project nomination and prioritization. Ensuring alignment with other programmes. Coordination of project specific feasibility studies and implementation planning. Compile monthly, quarterly and annual progress report on the implementation of regional bulk infrastructure project.
- ENQUIRIES** : Ms K Boikanyo, Tel No: 012 336 7691
- POST 16/39** : **REGIONAL DEPUTY DIRECTOR REF NO: 040518/07**
Branch: Operational Integration: Limpopo
- SALARY CENTRE REQUIREMENTS** : R779 295 per annum (all inclusive package) Level 12
Polokwane
- REQUIREMENTS** : A National Diploma or Degree in Social Science, Environmental Management, Project Management, Civil Engineering or Natural Science. Three (3) to five (5) years experience in integrated water resource management and industrial related project planning and / or management experience preferably in the water sector. Knowledge and experience in contract administration, business principles and business law. Effective management and leadership skills. Effective computer skills in Microsoft Office and Lotus Notes. Knowledge and experience in Project management. Effective communication skills both verbally and in writing. Effective analytical and problem solving skills. Knowledge and understanding of Human Resources Management, legislation, policies and procedures. Knowledge of Public Finance Management Act. A valid drivers License (please attach a copy).
- DUTIES** : Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the Province. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation, financial management, coordination and planning. Ensure the finalization of project readiness studies (projects ready for implementation, priority projects not ready for implementation). Future project nomination and prioritization. Ensuring alignment with other programmes. Coordination of project specific feasibility studies and implementation planning. Compile monthly, quarterly and annual progress report on the implementation of regional bulk infrastructure project.
- ENQUIRIES** : Mr LR Tloubatla, Tel No: 015 290 1230
- POST 16/40** : **DEPUTY DIRECTOR: WATER SECTOR COLLABORATION REF NO: 040518/08**
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all inclusive package) Level 11
Mbombela
- REQUIREMENTS** : A National Diploma or Degree in Development Studies/Public Management/ Environmental Sciences. Three (3) to five (5) years management experience in an Integrated Water Resource environment. Knowledge of water resources system operations, environmental management, water resources assessment, analysis of water requirement, water requirement system analysis, water quality assessment. A valid driver's Licence (certified copy must be attached).
- DUTIES** : Manage International and Intergovernmental Relations on water sector resource issues. Implement policies of integrated water sector for the component: Advise Top Management and relevant sector bodies on policies and strategies relevant to the section. Manage the relationship with other stakeholders on the implementation of integrated water sector policies. Manage Community

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| | | Participation in the Departmental Programmes: Engage communities in departmental programmes and projects through community water sector forums. Mr PH Ntabeni, Tel No: 013 759 7306 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 16/41</u> | : | <u>DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 040518/09</u> |
| <u>SALARY</u> | : | R657 558 per annum (all inclusive package) Level 11 |
| <u>CENTRE</u> | : | Mbombela |
| <u>REQUIREMENTS</u> | : | A National Diploma or Degree in Social Science. Three (3) to five (5) years management experience in Administration. Knowledge and experience of policy development and implementation. Knowledge and experience of administrative processes. Knowledge and understanding of HR information. Understanding of Government legislation. Knowledge and experience in financial management. Understanding of the PFMA. Programme and Project management skills, problem solving and analytical skills, People and diversity management, good client orientation and customer focus, excellent communication skills and accountability and ethical conduct. Knowledge and experience of techniques and procedures for the planning and execution of operations. A valid driver's Licence (certified copy must be attached). |
| <u>DUTIES</u> | : | Monitoring of strategic management inputs and programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitor expenditure. Monitor reports in progress and flagship projects. Develop systems to coordinate the flow of correspondence between all relevant role players. Manage all incoming and outgoing strategic documents. Oversee the planning and preparations of meetings. Coordinate the support of external services required by the Chief Director. Ensure the development and maintenance of the Regional Operations Business Plans. Ensure effective management of all projects. Liaise with service providers to negotiate service level agreement. Analyse the entire operations Regional budget and expenditure report to provide the Chief Director with a summarized version of activities taking place that may require attention. |
| <u>ENQUIRIES</u> | : | Mr F Guma, Tel No: 013759 7310/7311 |
| <u>POST 16/42</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 040518/10</u> |
| <u>SALARY</u> | : | R657 558 per annum (all inclusive package) Level 11 |
| <u>CENTRE</u> | : | Mbombela |
| <u>REQUIREMENTS</u> | : | A National Diploma or Degree in recognised in Human Resources / Public Management / Administration. Three (3) to five (5) years relevant experience within the HRM sphere with regard to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct. People Management. A valid driver's Licence (certified copy must be attached). |
| <u>DUTIES</u> | : | Manage Recruitment and Selection. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives. Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis; manage all projects concerning employee wellness in the Region. Advise Management and employees on all aspects of Organisational Development. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special |

Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Ensure the customisation of leadership programmers is in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profile for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith. Supervision of staff.

ENQUIRIES :

Mr A.A Lessing, Tel No: 013 759 7336

POST 16/43 :

DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 040518/11

CD: Corporate Communications

Dir: Communication Services

SALARY :
CENTRE :
REQUIREMENTS :

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

Pretoria

A National Diploma or Degree in Communication / Public Relations / Marketing. Three (3) to six (6) years of working experience in a communications environment including events and stakeholder management. Extensive experience in broad community engagement. Conversant in at least three (3) official languages of South Africa. Plus the following competencies: proven experience in communications. Ability to work in a team, manage a team and manage own projects independently. Problem solving skills and analysis. People and diversity management. Ability to work under pressure, travel nationally and meet deadlines. Computer literacy. Client orientation and customer focus. An understanding of and commitment to government objectives, policies and programmes. A valid drivers Licence (Certified copy must be attached).

DUTIES :

Manage logistical arrangements for the execution of Ministerial, Departmental and other events to ensure the standardisation of all activities (venues, equipment's, etc.) Identifying relevant and strategic platforms for the implementation of the Public Education and Awareness Campaigns. Ensuring compliance to the Departmental and Government Corporate Identity during all Ministerial and Departmental events. Mobilization of relevant communities for Izimbizo, Public Participation Programmes, etc. Manage the implementation of the Impact Assessment and benefits derived from meaningful engagements with communities through public education programme for effective service delivery. Financial management and knowledge of PFMA. Programme and project management. Willingness and ability to travel across South Africa. Provide insightful communication advice.

ENQUIRIES :

Ms Peggy Mabuza, Tel No: (012) 336 8248

POST 16/44 :

SCIENTIST PRODUCTION GRADE A REF NO: 040518/12

Branch: Operational Integration: North West

SALARY :
CENTRE :
REQUIREMENTS :

R549 639 per annum (all inclusive OSD salary package, offer based on proven years of experience)

Mmabatho

Science degree (Bsc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge and experience in ground water resources exploration, aquifer characterizations and development of management information products. Ability to analyze and interpret hydrogeo hydrological data. Good report writing and knowledge of ground water information

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| | | systems. Knowledge and experience of computer based ground water assessments programs. Knowledge of guidelines, protocol, standards and norms for ground water developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Water Services Development plans and National Water Resources Strategy. |
| <u>DUTIES</u> | : | Provide scientific and technical expertise in the field of physical and earth sciences in order to assess, develop, protect, use, conserve and manage ground water resource in the Northwest Regional Office. Support the implementation of the ground water protection strategies and related protocols at the regional level. Provide ground water extension services. Provide inputs to the environmental impact assessment and related ground water protection issues. Evaluate and assess ground water use Licence applications. Plan and supervise implementation of regional ground water monitoring and information programs. |
| <u>ENQUIRIES</u> | : | Mr M Mandavha Tel No: 018 387 9500 |
| <u>POST 16/45</u> | : | <u>SCIENTIST (PRODUCTION) GRADE A REF NO: 040518/13</u> Directorate: Water Resource Classification |
| <u>SALARY</u> | : | R549 639 per annum (all inclusive OSD salary package, offer based on proven years of experience) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Science degree (Bsc) (Hon) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. Knowledge of water quality, geochemistry, chemistry, hydrology and geo-hydrology as major subject would be ideal. The candidate must have good knowledge of water related and relevant environmental management legislation and policies. Sound knowledge towards integrated water resource management and protection. The candidate must have good interpersonal skills, project management and financial management practices, skills and experience. A valid driver's licence (Certified copy must be attached) and excellent written and verbal communication skills. Innovation and the ability to work in a team environment. Computer literacy especially with related software such as GIS/WMS/ArcMap/RDM DSS etc, and NIWIS is important. Due to the nature of these work requirements, the candidate must also have the ability to analyse and interpret data and results |
| <u>DUTIES</u> | : | The incumbent will be part of a team with the primary responsibility of determining the Water Resource Classification and the Resource Quality Objectives either the surface water component or the groundwater component in the country; Review and recommend internal scientific projects; Monitor progress on the implementation of projects related to water resources protection; Production of WMA Maps; Conducting literature reviews of WMA under study and be able to review Water resource classification reports. Assist line function water resource managers in the implementation of water resource protection requirements. Provide technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems. |
| <u>ENQUIRIES</u> | : | Ms Lebogang Matlala, Tel No: (012) 336-6707 |
| <u>POST 16/46</u> | : | <u>CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 040518/14</u> Branch: Operational Integration: Western Cape |
| <u>SALARY</u> | : | R439 917 per annum (OSD) |
| <u>CENTRE</u> | : | Bellville |
| <u>REQUIREMENTS</u> | : | A Four (4) year degree or equivalent qualification in natural or environmental sciences. Six (6) years post qualification experience. Experience in Research and development. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Experience in technical report writing and Professional judgment. Data analysis. Knowledge of Policy development and analysis. Presentation skills, Mentoring, Decision making, Team leadership and financial management. Problem solving and analytical skills. Computer literacy. People management, conflict |

DUTIES

management, planning and organizing skills. A valid Driver's License (attach certified copy).

: Manage Water Quality Data and Information (WMS) in the Region. Liaison and contract management with the Laboratories services – ease of relationship building, especially for those sections that need to get data samples analysed urgently for prosecution etc. Analysis of collected and historic data: instead of merely being loaded onto the system, there is active checking, quality control, and bringing intensive focus if a problem seems to show up. Audit and quality check of information provided by WSA, by water users, and ensuring the honesty, reliability and integrity of information on the system. Point of contact for background information on status of river quality – vs evidence gathered at times of sewage spills – pollution incidents: able to flag up issues as they occur on WMS. Systematic and regular management of the health and quality of the water quality monitoring and data entry team – provide vision, leadership and heart for the water quality function. Point of contact for information, able to draw relevant reports and make reports required by decision makers. Ensures the department is able to deliver on its core function of sustainable and healthy aquatic ecosystem. Technical Report writing including and not limited to the spatial representation of data (ArcGIS). Management of Staff and Human Resource Management in the Sub-Directorate. Financial Management including expenditure reporting, budgeting as well as cash flow projections. Co-ordinate the development of local policies. Lead local consultative processes in terms of data management on Water Management System (WMS). Interpret and advise management and stakeholders on water quality data and information and maintain the integrity of the WMS data basis in the Western Cape. Lead the development and implementation of catchment integrated water quality management monitoring programmes. Monitor implementation of water quality management monitoring programmes for municipalities and industries. Update sub catchment information system (WMS). Capacity building of staff and stakeholders on the use of WMS data. Guide research and formulate strategies and guidelines for cleaner production technologies. Provide inputs into regional cleaner production strategies. Disseminate data and information on a quarterly basis as and when requested. Representing the Region on various Forums (Internal and External) might require travelling.

ENQUIRIES

: Ms Z Bila-Mupariwa Tel No: (021) 941 6089

POST 16/47

: **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 040518/15**
Branch: Operational Integration: Gauteng

**SALARY
CENTRE
REQUIREMENTS**

: R439 917per annum (offer based on proven years of experience) (OSD)
: Gauteng
: A Four (4) year degree or equivalent qualification in natural or environmental sciences. Six (6) years post qualification experience. A valid driver's License (Attach certified copy). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management. Designated as an Environmental management inspector. Knowledge and understanding of criminal and administrative enforcement. Knowledge and understanding of the National Water Act, Water Services Act and related regulations and implementation and enforcement. Understanding of the Environmental law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to illegal water use and environmental compliance issues. Strategic capability and leadership skills, knowledge of government administration and financial procedures. Ability to develop and apply policies. Good communication skills verbal, written and report writing with experience in stakeholder engagement. Sound organizing and planning skills; customer focus, networking, conflict management, People management, change management, Problem solving and analytical skills. A valid driver's Licence is required (certified copy must be attached). The ability and willingness to travel and work long hours when necessary.

DUTIES

: Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of

1998) and other Departmental policies and strategies. Supervision of staff. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Ensure reported alleged illegal water use are recorded on the Cas system and investigated fully with the Enforcement Business Process. Compile, update the Data base and Case management. Interact with law enforcement agencies and other Departments dealing with environmental crime. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. The willingness to work irregular hours and travel extensively, including to remote areas. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-directorate. Facilitate training and career development of staff, Supervision of staff, Assist in the establishment and regulation of water management institutions.

- ENQUIRIES** : HD Mabada Tel No: (012) 392 1423)
- POST 16/48** : **CONTROL ENGINEERING TECHNICIAN CIVIL GRADE A: REF NO: 040518/16 (X 2 POSTS)**
Branch: Operational Integration: North West
(Infrastructure, Development and Maintenance)
- SALARY CENTRE REQUIREMENTS** : R396 375 per annum
: Mmabatho
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license (certified copy must be attached). Good communication skills both verbal and written. Ability to negotiate and monitor municipalities to facilitate delivery of Water and Sanitation services. Initiative and innovate skills. Understanding of Service Transformation and knowledge of the National Water Act, Water Service Act, and National Environmental Management Act. Understanding of the transformation and imperatives of the National Government. Experience in Project Management. Knowledge in technical design and analysis. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Technical report writing skills, problem solving and analytical skills, decision making skills, team work, customer focus and responsiveness. Good planning and organizing skills. People management skills. It will be expected from the incumbent to travel extensively.
- DUTIES** : Coordinate with Head Office and Regional teams to ensure successful planning and implementation of the Regional Bulk Infrastructure Programme. Monitor quality control. Engaging with communities, leadership structure and key stakeholders to elicit support or intervene on critical situation issues. Facilitation of technical support services to the communities. Assistance to priorities and programme management in all capital works. Preparing interim and financial project investigational and performance report. Attending meetings and providing information on performance assessments. Certify payment or non-payment of invoices. Monitoring and managing projects under project circle stages. Manage water use registration and licensing. Technical record keeping and reporting. The collection of data for planning and management of future developments. Compile monthly, quarterly and annual progress reports on the implementation of regional bulk infrastructure projects.
- ENQUIRIES** : Mr M Mandavha Tel No: 018 3879500
- POST 16/49** : **CONTROL ENGINEERING TECHNICIAN GRADE A (HYDROLOGY) REF NO: 040518/17**
Branch: Operational Integration: KZN
- SALARY CENTRE REQUIREMENTS** : R396 375 per annum
: Durban
: A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Valid driver's license (certified copy must be attached). Project Management; Technical

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| | | design and analysis knowledge; research and development and computer-aided engineering applications; Technical report writing skills; Problem solving and Analysis; Decision making skills; Financial management skills; Communication skills; Computer skills; Planning and organising skills; People management skills. |
| <u>DUTIES</u> | : | Manage the Development of the Hydrological Monitoring Network; Manage the Hydrological Data Collection and Computing Services; Manage the Data Processing unit; Manage the Hydrological Database; Manage the Instrumentation and measuring equipment; Manage the Real time monitoring system; Manage the Hydrological Calibration Activities; Chairing of Data Processing meetings; Provide inputs into the budgeting process; Compile and submit reports when required; Continuous professional development to keep up with new technologies and procedures; Supervise and manage staff; Develop and maintain an effective training and capacity building programme for staff; Monitor workflow and collate progress reports; Assist in the administration of Departmental staff; Support to the Disaster Management forum and IWRM committee. |
| <u>ENQUIRIES</u> | : | Mr. B Pillay, Tel No: 031 336 2700 |
| <u>POST 16/50</u> | : | <u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: 040518/18</u> CD: Corporate Communications Dir: Communication Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R334 545 Pretoria A National Diploma or Bachelors Degree in Communication, Journalism, Public Relations, Media Studies. Three (3) to five (5) years working experience in the newsroom environment. Proficiency in at least three (3) official languages. Practical working experience in communication and media. Knowledge of communication principles, techniques and tools. Knowledge and practical working experience in writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of Social Media trends. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to work under pressure, travel nationally and meet deadlines. An understanding of and commitment to government objectives, policies and programmes. Working experience with Social Media |
| <u>DUTIES</u> | : | Develop and implement communication plans and strategies. Develop and implement media plans, organise media briefings and ensure media coverage. Develop media products. Disseminate knowledge relating to information on DWS mandate, policies and projects. Organise and implement publicity projects. Establish and maintain stakeholder relations with the media. Manage all Social Media platforms. |
| <u>ENQUIRIES</u> | : | Mr Andile Tshona Tel No: (012) 336 8632 |
| <u>POST 16/51</u> | : | <u>ASSISTANT DIRECTOR: EVENTS AND REGIONAL COORDINATION (VIDEOGRAPHER) REF NO: 040518/19</u> CD: Corporate Communications, Dir: Communication Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R334 545 Pretoria A National Diploma or Bachelors Degree in Communication, Public Relations, Photography, Videography, Journalism or similar. Three (3) to six (6) years relevant experience in Communication. Experience as a Videographer and Photographer will be an added advantage. Knowledge and experience in events industry and management. Knowledge and experience in communication and media studies. Knowledge and experience of techniques and procedures for the planning and execution of event operations. Good understand of Programme and Project Management. Knowledge of Language Services management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and |

- commitment to government objectives, policies and programmes. Willingness to travel extensively.
- DUTIES** : Plan and manage all aspects of events including financial management. Manage events for the Department. Ensure efficient and effective events to market the department. Liaise with National, Provincial and local government in terms of event management. Assist with coordination of Regional Office communication activities as well as provide, advise and support.
- ENQUIRIES** : Mr Motsamai Motlhalwa Tel No: (012) 336 7957
- POST 16/52** : **ENFORCEMENT OFFICER/REGULATORY INSPECTOR REF NO: 040518/20**
Branch: Operational Integration Northern Cape
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma or Degree in Public Administration or equivalent qualification in the field of Natural Science or Policing. Three (3) years experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans.
- DUTIES** : To ensure compliance of the National Water Act through inspections, investigations, administrative (prepare and issue notices and directives), criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications.
- NOTE** : Persons with disabilities, African Females, Indian Females and Males are encouraged to apply.
- ENQUIRIES** : Mr G Van Dyk Tel No: (053) 830 8802
- POST 16/53** : **ENFORCEMENT OFFICERS/REGULATORY INSPECTOR REF NO: 040518/21**
Branch: Operational Integration: KZN
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Public Administration or equivalent qualification in the field of Natural Science or Policing. Three (3) years experience in relevant field. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans.
- DUTIES** : To ensure compliance of the National Water Act through inspections, investigations, administrative (prepare and issue notices and directives), criminal and civil enforcement action. Prepare necessary information, reports and evidence for court applications.
- ENQUIRIES** : Ms A Masefield Tel No: (031) 336 2700
- POST 16/54** : **COMMUNITY DEVELOPMENT OFFICER: SANITATION REF NO: 040518/22**
Branch: Operational Integration: KZN
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years experience in the Water Sector Environment. A sound knowledge of the norms and standards of sanitation services, and other relevant legislation. Competencies in Strategic and operational planning, Policy implementation. Monitoring and evaluation principles, Communication skills, Conflict management. Creativity and Awareness, Professional development. Project management. Cultural awareness. Experience in fieldwork. Willingness to travel extensively and work irregular hours. Flexibility. Initiative. Computer literacy and a valid driver's license are essential requirements.
- DUTIES** : Ensuring sustainable health and hygiene education delivery and health and hygiene education needs to be integrated as part of local health care programmes. Advocate communication of activities of the water sector through existing sector

partners. Ensure planning and implementation of health and hygiene education as part of water and sanitation projects. Develop and maintain conceptualise and visual publications. Develop integrated water sector monitoring and evaluation system and maintenance thereof. Develop policies and water sector frame work that will guide implementation of WSDP. Handle project management and conduct research on the recent technology that can be applied. Supervision of staff.

ENQUIRES : Ms B Msane Tel No: (031) 336 2700

POST 16/55 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C REF NO: 040518/23**
Branch: Operational Integration: Northern Cape

SALARY : R274 440 per annum (OSD - Offer based on proven years of experience)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Mechanical Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Engineering Technician (proof of registration must be attached) A valid driver's license (Certified copy attached). Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Change management.

DUTIES : Render technical services. Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.

ENQUIRIES : Mr. K Kgarane, Tel No: 053 - 830 8800

POST 16/56 : **ENVIRONMENTAL OFFICER GRADE A – C REF NO: 040518/24**
Branch: Operational Integration: Western Cape

SALARY : R240 015 per annum (OSD - Offer based on proven years of experience)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Natural Sciences or Environmental. Programme and project management. Research and development skills. Knowledge and experience in Project and Programme Management. Understanding of Social and Economic development issues. Technical report writing. Professional judgment. Data analysis. Policy development and analysis. Presentation skills. Mentoring. Decision making. Team leadership. Financial Management. Analytical skills. Creativity. Communication. Problem solving and Analysis skills. Computer literacy. People management/Conflict management. Planning and organizing. Valid driver's License (certified copy).

DUTIES : Give input into the development of local policies. Ensure dissemination of legislative, technical and policy changes to relevant stakeholders. Interpret/advise stakeholders on policies, legislation, protocols, regulations and guidelines. Management and Regulation of municipal water and wastewater treatment. Assess and monitor wastewater systems for compliance with the Green Drop Regulatory standards. Assess and monitor drinking water systems for compliance with the Blue Drop Regulatory standards Advice Water Management Institutions on the development and implementation of Water/ Wastewater (W/WW) management action plans. Monitor implementation of W/WW action plans for municipalities. Monitor W/WW treatment works performance on the Integrated Regulatory Information System (IRIS) or Blue Drop (BD)/ Green Drop (GD)

system. Capacity building of staff and stakeholders. Disseminate information. Provide advice pertaining to water use authorisation requirements. Monitor operation and performance of facilities. Conduct research with the aim of advising local municipalities on sludge management. Compile monthly reports. Ensure that the promotion of environmental awareness is in order to maintain water quality policies, legislation, protocols, regulations and guidelines. See to the processing of small to medium environmental authorization applications for development and utilization of areas in terms of environmental legislation. Ensure responsible management of water quality within municipal boundaries. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality.

ENQUIRIES :

Ms MS Enele Tel No: (021) 941 6076

POST 16/57 :

PERSONAL ASSISTANT REF NO: 040518/25

CD: Auxiliary Services

SALARY :

R226 611 per annum (Level 07)

CENTRE :

Pretoria

REQUIREMENTS :

A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES :

Provide a secretarial / receptionist service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support manager with administration relating to the manager's budget. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Supply statistics. Record keeping.

ENQUIRIES :

Mr K Govender Tel No: (012) 336 7765

POST 16/58 :

SECRETARY REF NO: 040518/26

Branch: Operational Integration: North West

SALARY :

R152 862 per annum (Level 5)

CENTRE :

Mmabatho

REQUIREMENTS :

A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES :

Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence

claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES : RM Mandavha Tel No: 018 3879500

POST 16/59 : **SECRETARY REF NO: 040518/27**
 CD: Human Resource Management
 Directorate: Employee Performance Management

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 5)
 : Pretoria
 : A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES : Ms M Moagi Tel No: 012 336 7447

POST 16/60 : **HUMAN RESOURCES OFFICER REF NO: 040518/28 (X4 POSTS)**
 CD: Human Resource Management
 Dir: Planning Recruitment & Selection

SALARY CENTRE REQUIREMENTS : R152 862 per annum (Level 5)
 : Pretoria
 : A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and insight of Human prescripts. Knowledge of registry duties, practices as well as ability to capture data, and operate

computer. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

DUTIES : Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting etc). Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

ENQUIRIES : Ms T Bapela Tel No: 012 336 8980

POST 16/61 : **SECURITY OFFICER REF NO: 040518/29 (X5 POSTS)**
CD: Auxiliary Services

SALARY : R127 851 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A National Senior certificate. Basic security officer's course and training. Knowledge of the access control procedures. Knowledge of measures for the movement of equipment and stores. Knowledge of prescribed security procedures (e.g MS, NSA, Protection of information Act. etc) and the authority of security officers under these documents. Experience and knowledge on the relevant emergency procedures. Ability to work under pressure and long hours. Report writing, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

DUTIES : Perform access control functions. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES : Mr JV Mdluli, Tel No: 012-336 6886

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

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

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.
- FOR ATTENTION** : Ms B Ndayi
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. Females and people with disabilities will be given preference.
- ERRATUM:** kindly note that the post of Deputy Director: Budget Management with Ref No: PT 01/03/2018 published in Public Service Vacancy Circular 10 dated 09 March 2018; the salary level has been changed from level 12 to Level 11. For enquiries: Ms B Ndayi (040) 1010 071.

MANAGEMENT ECHELON

- POST 16/62** : **CHANGE MANAGEMENT SPECIALIST (CONTRACT):AT DIRECTOR OR CHIEF DIRECTOR LEVEL: TSU (REF NO: PT 01/04/2018)**
This is a re-advertisement. (Those who had applied before do not have to re-apply).
Contract Period: One year, renewable every year up to three years based on performance (achievement of agreed targets).
- SALARY** : R948 174 /R1 27 334 per annum Level 13/14
- CENTRE** : Bhisho
- REQUIREMENTS** : A three year Bachelor's Degree in Human Resource Management (NQF 7) plus a Postgraduate qualification in Industrial Psychology or similar qualification (NQF Level 8). For a **Director** the required minimum is 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment. For **Chief Director** the required minimum experience is 7 years relevant experience, of which five (5) must be in

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|--|---|---|
| | | relevant senior management position (Director Level) in Change Management environment. |
| <u>DUTIES</u> | : | Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the Department, In a Manner That Enhances and Ensures Achievement and Delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Systematically analyse departmental activities or processes with a view to improving the department's alignment with the strategic goals and or its effectiveness and efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change processes that might be necessary. Oversee and lead the implementation strategy for change processes |
| <u>ENQUIRIES</u> | : | can be directed to Ms B Ndayi Tel No: 040 1010 072/071 |
| <u>POST 16/63</u> | : | <u>DIRECTOR: MACRO ECONOMICS ANALYSIS REF NO: PT 02/04/2018</u> This is a re-advertisement. Those who had applied before do not have to re-apply. Purpose: To determine and evaluate economic parameters and socio-economic imperatives within a provincial and local macro-economic context (economic analysis). |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R948 174 per annum Level 13 Bhisho NQF Level 7 i.e. Degree as recognized by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level). Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Sound understanding of Economic Theory. Research, Data analysis, Economic analysis, Project Management, Knowledge Management and Information Management. Knowledge & application of PFMA, Strategic Capability and Leadership. Budget and Financial Management. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy. Self-confidence, Analytical Skills, Communication skills (Need to explain complex ideas to people with less technical knowledge). Information Technology and time management skills. Ability to cope with pressure. |
| <u>DUTIES</u> | : | To provide strategic leadership in economic research, planning and implementation of a credible and sound budget by: Undertaking socio-economic research and writing reports of findings. Monitoring and forecasting of economic trends. Providing economic advice, recommendations and making presentations. Analyzing and interpreting complicated numerical and financial data. Assessing the economic effects of major National and Provincial events. Advising on potential implications of new policies. Examine the performance of public and private entities and business. Determining and analyzing key economic variables, their inter-relation and relevance for the budget. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning |

takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility
can be directed to Ms B Ndayi 040 1010 072/071

ENQUIRIES

:

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POST

- POST 16/64** : **PERSONAL ASSISTANT: RESOURCE MANAGEMENT REF NO: REFS/002690**
Chief Directorate: Resource Management
- SALARY** : R226 611 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus a Secretarial Diploma or equivalent with 1-2 year's clerical or administrative experience, or Matric plus 4-5 years 'experience in clerical/administrative. Knowledge and the ability to work on MS-package)
- DUTIES** : Maintain a Document Management System for the Chief Director: Resource Management. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Chief Director's office. Management of financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as well as adhoc roles as requested.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel: (011) 689 4648 or Ms. Portia Makotwane, Tel: (011) 689 8898

OFFICE OF THE PREMIER

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to

have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 16/65** : **CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 002844**
Chief Directorate: Monitoring and Evaluation
- SALARY** : R1 127 334 – R1 347 879 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor degree and a post graduate qualification in Strategy, Monitoring and Evaluation or Public Administration. At least 5 years' experience in the public-sector environment, good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Strong information management and project management skills.
- DUTIES** : The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier's strategic planning framework; including the following: Five-year strategic plan, and three-year annual performance plan. Provide strategic and operational support and advice to the Director General and Premier. Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development and coordination of a service delivery improvement plan for the Office of the Premier. Monitoring, evaluation and reporting of progress made against the implementation of the service delivery improvement plan. Reviewing and updating the service delivery improvement plan on an annual basis. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Interpret and analysis reports, coordinate and compile reports to relevant stakeholders, e.g. Legislature, OCPOL, SCOPA, MTEC, Audit Committee, EMT and BMT. Establishment, roll out, management and evaluation of an organisational performance management systems for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise and changes required to the knowledge management systems. Formulate policies and procedures.
- ENQUIRES** : Ms Gugulethu Mdhuli Tel No: (011) 298 5651
- POST 16/66** : **DIRECTOR: STATE LAW ADVISOR (SPECIALIST LITIGATION) REF NO: 002845**
Directorate: State Law Advice
- SALARY** : R1 152 483 – R1 748 583 (LP10) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and admission as an Attorney or qualify for admission. Minimum of 5 years' post qualification experience in handling of litigation. Public sector experience in law and advise. Understanding of laws that impact on public administration. Knowledge of general legal practice. Good communication skills (verbal and written). Planning and organizing. Strategic thinking and good

presentation skills. Ability to function under pressure and to deliver work in a short turnaround time.

DUTIES : The incumbent will be responsible to provide legal advisory service that is accurate, reliable and relevant. Deal with legal aspects in Cabinet submissions. Attend to litigation involving the Office of the Premier without negative procedural consequences. Analyse trends and monitor province wide litigation. Host and successfully coordinate provincial legal advisor forum. Prepare legally sound agreements for Office of the Premier (OoP) and vet International Twinning Agreements. Ensure increased provincial compliance to legislation. Maximise productivity through effective work flow. Manage subordinates.

ENQUIRES : Ms Gugulethu Mdhuli Tel No: (011) 298 5651

POST 16/67 : **DIRECTOR: PUBLIC LIAISON HOTLINE REF NO: 002846**
Directorate: Hotline

SALARY : R948 174 – R1 116 918 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : 3-4-year Bachelor's Degree in Public Administration/Management. 5 years' experience in Middle Management level. Technical knowledge of Systems Applications and Products (SAP) and Customer Relations Management (CRM). Sound experience in managing a medium to large contact centre. Key Competencies: Strong strategic capability and leadership skills. Strategy and policy development. Strong project management capabilities and track record of innovation. Self-driven with exceptional problem solving skills. Proven ability to build and lead a team. Good interpersonal and communication skills. Excellent client orientation and customer focus. Strong finance and management skills. The candidate must have advanced computer skills, and have the capacity to multi-task. In addition, must have the ability to work under pressure and meet deadlines.

DUTIES : The incumbent's responsibility will be to develop and implement a single point of contact multiple channel Gauteng provincial government Hotline. Provide a mechanism for the GCR to provide and share information with the public and seek to resolve complaints and improve service delivery. Develop and implement a case management system that connects Gauteng City Region departments and agencies to the Hotline. Develop and implement customer centric policies, processes and procedures to manage the Hotline operations. Become the custodian of the memorandum of understanding (i.e. MoUs) between the Hotline and Gauteng City Region departments and agencies. Keep the Hotline ICT infrastructure up-to-date and stable at all time. Manage the budget allocation and control overs/underspending. Recruit, train, develop and manage the performance of Hotline staff.

ENQUIRES : Ms Gugulethu Mdhuli Tel No: (011) 298 5651

OTHER POSTS

POST 16/68 : **DEPUTY DIRECTOR: STATE LAW ADVISOR (STATE LAW ADVISOR GRADE 1) REF NO: 002847**
Directorate: State Law Advice

SALARY : R684 423 – R737 313 (LP7) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and /or equivalent qualification in law, and must be admitted to practice as an Advocate or Attorney, or qualify to be admitted as such. Appropriate experience of at least 3 years in a legal environment, with Public Service Law experience. Proven civil litigation experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and verbal communication skills. Proven ability to work independently and without constant supervision.

DUTIES : The incumbent's responsibility will be to handle litigation involving Office of the Premier (OoP). Assist with Province wide implementation and monitoring of Provincial litigation management. Update litigation data base and prepare bi-annual reports and analysis of litigation trends. Furnish legal opinions on matters

of law. Draft agreements for Office of the Premier. Ensure compliance to laws. Assist with co-ordination of Provincial Legal Forum.
ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

POST 16/69 : **DEPUTY DIRECTOR: LEGISLATIVE DRAFTING (STATE LAW ADVISOR GRADE1) REF NO: 002848**
 Directorate: State Law Advice

SALARY : R684 423 – R737 313 (LP7) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : LLB degree and /or equivalent qualification in law, and must be admitted to practice as an Advocate, or qualify to be admitted as such. Legislative drafting (not drafting of pleadings) experience of at least 3 years. Constitutional and Administrative Law experience. Legal opinion writing experience. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and verbal communication skills. Proven ability to work independently and without constant supervision.

DUTIES : The incumbent will be responsible for drafting and final editing of legislation, as well as work with the GPG on the preparation of Bills. Certifying of Bills before submission to the Legislature. Amending of Bills in line with decisions of the Legislature. Participation in legal forum. Keeping abreast of legal developments. Undertaking continued legal education and training of staff on the legal frameworks. Furnish legal opinions to all Provincial Departments, especially where possible conflict of laws and uncertainties exist with regards to interpretation. Drafting, certification and interpretation of subordinate legislation.

ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

POST 16/70 : **OFFICE MANAGER TO THE DDG: ESSM REF NO: 002849**
 Branch: Executive Support and Stakeholder Management

SALARY : R281 418 – R331 497 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Public Administration/Management or Office Management. Minimum of 3 – 5 years in rendering support to a manager, with experience in Public Service Structures. Advanced project management, Human Resource, Financial and management skills. Good conflict management, report writing, communication, organizing, coordinating and computer skills are pre – requisite. Knowledge in records management, policy research and government communication.

DUTIES : The incumbent will be responsible to provide secretarial/receptionist and administrative Support services in line with MISS to the DDG. Management and coordination of the DDG's diary. Management of records and the flow of documents in the DDG's office. Providing support to the DDG and the Branch regarding meetings. Assist with the administration and controlling of the Branch's budget. Deal with the procurement of standard items in the DDG's office. Check and correlate BAS report to ensure that expenditure is allocated correctly. Administer and coordinate the Branch's management structures. Administrative oversight over tracking and monitoring of the implementation of the executive decision of the Branch. Set up and maintain system of the office of the DDG that will contribute towards improving efficiency in the office.

ENQUIRES : Ms Gugulethu Mdhului Tel No: (011) 298 5651

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the Northern Cape is an equal opportunity, affirmative action employer.
Persons with a disability are encouraged to apply.*

- APPLICATIONS** : Forward your application to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300 or 9-11 Stokroos Street, Squirehill Park, Kimberley.
- FOR ATTENTION** : Ms S. Kruger/Ms. T. Nyati/Mr. N. Ngoetjana/Mr. L. Pharasi
- CLOSING DATE** : 04 May 2018
- NOTE** : Applications must be submitted on forms Z.83 obtainable from any Public Service Department which must be originally signed and be accompanied by certified copies (dated not later than three (3) months) of qualifications as well as a comprehensive curriculum vitae. Any Z83 form that is not signed or that is scanned will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. All applications must reach the Department of Roads and Public Works before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications and applications received after the closing date will be disqualified. Note that all suitable candidates will be subjected to a personnel suitability checks (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts.

OTHER POSTS

- POST 16/71** : **DEPUTY DIRECTOR: LEDGERS & SALARIES (SALARY ADMINISTRATION)**
REF NO: DRPW/HCM095/2018
- SALARY** : R657 558 per annum (cost to employer package). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : A recognised three-year Bachelor's Degree or National Diploma in Economics, Accounting or Financial Management or equivalent qualification with five years relevant working experience of which three years must be experience at an Assistant Manager level in financial management environment. Competencies: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Client relation and stakeholder management skills. Organisational, planning, presentation, problem solving, negotiating, decision making, analytical, project management, interpersonal, and both written and verbal communication skills. Computer literacy (MS Word, Excel, Powerpoint, etc.) Valid driver's license. Ability to work extended hours, under pressure and meet deadlines.
- DUTIES** : Monitoring the implementation of salary and employee related costs. Authorise payments on PERSAL and BAS. Manage the administration of tax and compliance thereof. Ensure compliance with tax levy, duty, pension legislation. Prepare and submit salary related information to the Financial Accountant for the preparation of financial statements and reporting. Manage quarterly performance information by relevant due dates. Facilitate internal and external audits and develop audit action plans. Manage paymasters, payroll systems, non-payment of ghost employees. Compile, implement and report on unit's operational, risk and risk plans. Provide inputs to into the strategic planning of the section and execution of operational

plan. Manage the clearance of salary related suspense accounts. authorise suspense accounts reconciliations. Ensure that all PERSAL exceptions are cleared on Bas before monthly closure. Manage and direct the Financial Accounting Directorate staff and budgets and provide training to districts. Manage performance assessments of subordinates. It will be expected of the candidate to complete a practical exercise should he/she be shortlisted for the post.

ENQUIRIES

:

Mr. D.S. van der Merwe Tel No: (053) 8392219

POST 16/72

:

ASSISTANT DIRECTOR: BANK RECONCILIATION & PAYMENTS (FINANCIAL ACCOUNTING) REF NO: DRPW/HCM096/2018

SALARY

:

R334 545 per annum

CENTRE

:

Kimberley

REQUIREMENTS

:

An appropriate three (3) year relevant tertiary qualification in commerce/Finance. Coupled with a minimum of three years relevant experience a supervisory level. Knowledge of PFMA, Treasury Regulations and relevant prescripts. BAS, PERSAL and LOGIS. Knowledge of practice notes. Good communication skills (written and verbal). Good office administration, planning and organizational skills. Computer literacy (MS Word, Excel. Powerpoint, etc) Valid driver's license. Ability to work extended hours, under pressure and meet deadlines.

DUTIES

:

Monitor and control suspense accounts and exceptions. Conduct pre-audit to confirm authenticity of payments before commitment on LOGIS authorise payments on Persal, LOGIS and BAS. Ensure the administration and reconciliation of supplier accounts and supplier payments within 30 days. Assist the Deputy Director with the preparation of the financial statements, compliance reports and reporting. Manage bookkeeping and the clearance of suspense accounts. Manage the collection of revenue and management of debtors. Manage the banking and cash flow management at head office and district level. Manage the clearing of all exceptions on BAS before month closure. Prepare instruction note 34 reports for Treasury. Supervise, manage and provide training to staff.

ENQUIRIES

:

Mr. D.S. van der Merwe Tel No: (053) 8392219

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 11 May 2018
- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

MANAGEMENT ECHELON

- POST 16/73** : **PRINCIPAL STATE LAW ADVISOR (SPECIALIST LITIGATION LP10) REF NO: NWOoP/18/04/01**
- SALARY** : R1 152 483 - R1 748 583 all inclusive package
- CENTRE** : Mahikeng
- REQUIREMENTS** : Bachelor of Laws and/or equivalent qualifications (NQF level and credits). 10 years appropriate legal, legislation and litigation experience post qualification. Admission as an Attorney or Advocate will be an advantage. Experience in understanding the constitutional imperatives within South African Judicial system. Knowledge of Public Service Prescripts and applicable legislation is vital. Experience in legal drafting, research dispute resolution, case flow management, computer literacy, strategic and conceptual orientation. Communication skills (verbal and written). A valid driver's license.
- DUTIES** : Prepare and provide general legal advice on matters affecting the Office and the Client Departments. Provide litigation support to client Departments. Drafting, editing and certification of Provincial legislation. Liaise with different stakeholders particularly client Departments and Office of the State Attorney. Partake in other structures within Public Service.
- ENQUIRIES** : Adv. G.O.B. Ratshikana, Tel No: (018) 3883058
- NOTE** : Candidates who previously applied for this position are encouraged to re-apply as their previous applications will NOT be considered".

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

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

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

MANAGEMENT ECHELON

POST 16/74 : **HEAD CLINICAL UNIT (PAEDIATRIC NEPHROLOGY, PAEDIATRIC SOLID ORGAN TRANSPLANTATION)**

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

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

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-specialist in Paediatric Nephrology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-specialist in Paediatric Nephrology. Experience: A minimum of 3 years' appropriate experience as Medical Sub-specialist after registration with the HPCSA as a Medical Sub-specialist in Paediatric Nephrology. Inherent requirement of the job: It is expected that the incumbent will perform commuted overtime in order to cover the clinical service. Competencies (knowledge/skills): Post specialisation experience in Paediatric Intensive Care would be an advantage as many of the patients undergoing acute dialysis are critically ill.

DUTIES : Responsible (with the consultant team) for the care of children with acute, and/or chronic renal disease; children with multisystem disease including renal disease; children undergoing solid organ transplantation. Patient care and supervision of junior medical staff. Teaching and training of medical, nursing and clinical technology (providing renal replacement therapy and running urodynamic studies) staff. Participation in research and clinical audit activities in the Paediatric subspecialty services. Development and implementation of research into issues pertinent to paediatric renal disease and transplantation in South Africa. Overall management responsibility for the additional subspecialist services in the clinical area (GIT, rheumatology).

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

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

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 04 May 2018

OTHER POSTS

POST 16/75 : **HEALTH FACILITY PLANNER**
Directorate: Infrastructure Planning

SALARY : R657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Health Professional and / or the South African Nursing Council (SANC) as a Professional Nurse. Experience: Appropriate experience as a registered Healthcare professional ideally at a Public Sector healthcare facility. Relevant infrastructure or space planning related experience (built environment). Inherent

requirements of the job: Valid (Code B/EB) driver's licence (manual). Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Good understanding of health care clinical and operational protocols relevant to infrastructure design. Understanding of the public sector health service delivery platform, indicators and service plan and how this links with infrastructure. Working Knowledge of legislation and guidelines relevant to health care infrastructure i.e. IUSS, PN 187, NCS, Ideal Clinic. Understand how to interpret existing and develop new Functional and Technical Norms and Standards Understanding of government-wide planning, monitoring, reporting and evaluation frameworks, processes and procedures. Experience in the preparation of reports, submissions and presentations. Sound interpersonal, computer literacy (MS Office) and good verbal and written communication skills in at least two of the three official languages of the Western Cape. An understanding of the clinical activities and needs at all levels of the health service. Knowledge of architecture and engineering in relation to health facility design.

DUTIES : Review existing and, where necessary, develop new clinical and operational narratives to inform the design of appropriate infrastructure. Review facility layouts and design in terms of current clinical best practice and legislation. Review and develop healthcare facility functional and technical norms and standards. Support end users in the preparation of Project Business Cases. Review Project Business Cases in consultation with Districts and Specialised Services. Assist with compiling briefing documentation and specifications. Carry out Post Occupancy Evaluations (POE).

ENQUIRIES : Mr D Rendall, Tel No: (021) 483-6769
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/76 : **ASSISTANT DIRECTOR: MEDICAL ORTHOTICS AND PROSTHETICS**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R459 558 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration with the HPCSA as a Medical Orthotist and Prosthetist. Experience: A minimum of 3 years' appropriate experience after registration with HPCSA as Medical Orthotist and Prosthetist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and be on call standby duties as required. Competencies (knowledge/skills): Strong leadership, problem-solving, decision-making, negotiation and conflict resolution skills. Knowledge and competency in cost-efficient and effective Orthotic and Prosthetic production and service delivery mechanisms, in line with relevant key Western Cape Department of Health Policy Frameworks. Competency in Public Sector People Management, including Recruitment and Selection, Performance Management, Labour Relations, Information Management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.

DUTIES : Comprehensive Strategic and Operational Management of Orthotic and Prosthetic services for Western Cape Department of Health. Comprehensive Clinical Governance of Orthotic and Prosthetic services, including the development and implementation of clinical protocols, National Core Standards and Occupational Health and Safety Act compliance, Quality Assurance and Quality Improvement. Comprehensive People Management and Development of all staff in the component. Financial-, Estate- and Asset Management of the Orthotic and Prosthetic service, within allocated resources and according to prescripts, in collaboration with the Deputy Director Finance of Western Cape Rehabilitation Centre. Liaise with internal (Department of Health) stakeholders (Metro East, Metro West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field.

ENQUIRIES : Ms JY White, Tel No: (021) 370-2313
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/77 : **PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST) (CONTRACT TILL DECEMBER 2018)**

SALARY : Grade 1: R396 063 per annum
Grade 2: R466 542 per annum
Grade 3: R541 443 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as a Psychologist in Clinical Psychology. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literate.

DUTIES : Render clinical psychology services to patients presenting with medical conditions and co-morbid psychological difficulties. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Execute psychometric and neuropsychological assessments. Perform relevant administrative tasks. Participation in Community clinic work may be required. Participate in the Psychology Department meetings.

ENQUIRIES : Mr C Mitchell/ Dr C van der Merwe, Tel No: (021) 938-9455/9445
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/78 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)**
Directorate: Communicable Disease Control

SALARY : R334 545 per annum
CENTRE : Facility Based Programme, Head Office
REQUIREMENTS : Minimum educational qualification: An appropriate three-year health related Diploma or Degree (or equivalent). Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Project management skills. Computer

- literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Expanded Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. To investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.
- ENQUIRIES** : Ms C Jacobs, Tel No: (021) 483-9964
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 May 2018
- POST 16/79** : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : Grade A: R167 778 per annum
Grade B: R197 631 per annum
Grade C: R230 721 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. 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. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of maintenance projects/repairs within the health facility. Maintain and repairs of plumbing installations and equipment at the hospital. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr A Challis, Tel No: (021) 402-6530
- APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
- FOR ATTENTION** : Ms G Owies
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 May 2018
- POST 16/80** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District
- SALARY** : R152 862 per annum
- CENTRE** : Vredendal Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Integrated Procurement Solution IPS/Tradeworld. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform the duties of procurement of goods and services. Capture quotations, authorisation of PA and order. Execute compliance control related to Supply Chain Management and Finances. Monthly, IFS and AFS reporting, ensure audit compliance and file all relevant documentation. Handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

ENQUIRIES : Mr RJ Meyer, Tel No: (027) 213-2039

APPLICATIONS : To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi

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

CLOSING DATE : 11 May 2018

POST 16/81 : **SEAMSTRESS**

SALARY : R107 886 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills (equivalent of grade 10). Certificate and/ or relevant training, e.g. pattern making, sewing, dress making, etc. Experience: Appropriate experience in pattern making, garment construction and alterations using both industrial and domestic sewing and over-locking machines. Extensive experience in designing, sewing of various specialised garments, assistive devices, wheelchair accessories and other required items. Inherent requirement of the job: Willingness to work with patients under the supervision of an Occupational Therapist and Occupational Therapy Technician. Competencies (knowledge/skills): Advance sewing skills. Ability to take measurements and do calculations to construct garment patterns. Knowledge of and operating different sewing machines (sewing and over-locker machines), both industrial and basic; manage trouble-shooting and do basic maintenance of machines. Pattern and garment making; ability to fabricate or construct assistive devices with guidance of the Occupational Therapist. Maintain good quality control and standards of garments or items produced. Ability to function within a team, maintain good interpersonal skills and work under pressure. Creativity and ability to use initiative. Ability to communicate fluently in at least two of the three official languages of the Western Cape.

DUTIES : Receive requests, from the OT department, for garments' measurements, designing and manufacturing. Measure, calculate and convert measurements to construct patterns for required pressure garments (as recommended by the Occupational Therapist). Fittings and alterations of pressure garments under the supervision of an Occupational Therapist and repair patients' garments when requested. Formulate designs for specialised items to be manufactured; manufacture garments and/or linen items as requested by clinical areas. Sewing and fitting of soft splints, wheelchair accessories and assistive devices; perform sewing tasks related to patients and/or any other requests within the division of Occupational Therapy. Assist with training of OT students and/or professional development of staff members. To perform all administration related to the sewing area; record keeping, filing, requisitioning and maintenance, etc.

ENQUIRIES : Ms S Ngemntu, Tel No: (021) 938-5962

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

FOR ATTENTION : MS V Meyer

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

CLOSING DATE : 11 May 2018

POST 16/82 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R83 766 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy

objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work under pressure and irregular hours as required.

- DUTIES** : Responsible for collection of waste or medical waste from the different wards/theatres, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide effective support to the Principal General Foreman with regards to the cleaning of the institution.
- ENQUIRIES** : Ms CB Johnson, Tel No: (021) 938-5327
- APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
- NOTE** : Ms VG De Jager
- : No payment of any kind is required when applying for this post. Successful candidates may undergo competency assessments/proficiency tests.
- CLOSING DATE** : 11 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** : 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.

OTHER POST

- POST 16/83** : **PRESIDING OFFICER: EMPLOYEE RELATIONS (12-MONTH CONTRACT), REF NO. DOTP 2018-42**
- SALARY** : A rate of R375.00 per hour and a fee of R1 000.00 per final report submitted. Travel costs will be re-imbursed at a rate determined by government transport tariffs.
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Appropriate recognised legal qualification (B Juris, B Proc or LLB) or a qualification in labour law with a minimum of 3 years working experience as a presiding officer in disciplinary hearings and/ or incapacity hearings and/or arbitrator (CCMA and Bargaining Councils). Valid driver's licence. Recommendations: Any additional recognised labour relations training courses. Competencies: Extensive knowledge of labour relations with special focus on disciplinary matters and incapacity hearings; Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape Province; Report writing skills.
- DUTIES** : Preside over complex and serious misconduct matters and incapacity hearings in accordance with the relevant codes; Safeguard the rights of the respective parties; Objective and just findings/sanctions; Detailed report writing within the prescribed timeframes.
- ENQUIRIES** : Ms R Patel at (021) 483 5118