PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2018
DATE ISSUED: 04 MAY 2018

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

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The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Department of Basic Education, Attention: Mr A Tsamai and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.

CLOSING DATE: 18 May 2018

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

OTHER POST

POST 18/01: DEPUTY CHIEF EDUCATION SPECIALIST: REF NO: DBE/23/2018
Branch: Teacher and Professional Development
Chief Directorate: Education Human Resources Development
Directorate: Education Management and Governance Development

SALARY: R453 246 per annum
CENTRE: Pretoria
REQUIREMENTS: A recognised three or four year qualification, which includes professional teachers education, At least eight (8) experience in the Educational field. At least three (3) years experience in Education Management and Governance. A candidate must be registered with SACE as professional educator. Good understanding of the education system and particularly in school leadership as well as good understanding of how Education System works. The successful candidate will be capable of policy development and analysis. Project management and project budgeting. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines. Good communication (verbal and written) skill. Good computer literacy (MS Office software). Working experience as a School Principal, District or Provincial Official will serve as an advantage.

DUTIES: The incumbent will focus on school management aspect of the Directorate by managing project cycles, including the development of business plans, managing budget and cash flows and implementing these plans. Drafting parliamentary responses and correspondence for the Department of Basic Education. Liaising with provincial and district colleagues to improve the delivery against policies. Co-ordinate meetings and conferences with key role players. Represent the Directorate both internally and externally as required.

ENQUIRIES: Mr A Tsamai –Tel No: 012 357 3321/ Ms M Thubane- Tel No: 012 357 3297
NOTE: Shortlisted candidates may be required to undergo a competency test and will be subjected to security clearance.
ANNEXURE B

DEPARTMENT OF DEFENCE

CLOSING DATE: 18 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 to the prescribed rules.

MANAGEMENT ECHelon

POST 18/02: DIRECTOR: STORES SERVICES AND RELATED PAYMENTS, REF NO: CFO 18/4/1
Financial administration
Financial Management Division
Chief Directorate Accounting
Directorate Stores Services and Related Payments (Financial administration)

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

CENTRE: Pretoria

REQUIREMENTS: Minimum Requirements: B.Com (NQF Level 7) in Accounting or Financial Management field with a minimum of five (5) years’ experience at Middle Management System or Senior Management System level. Added advantage: Postgraduate degree in the Financial Management field, e.g. BCom (Hons), MBA, MBL, CTA or equivalent to NQF Level 8). Knowledge: Regulatory frameworks in the Public Service, e.g. Financial legislations, regulations, policies and other applicable legislations and regulations. Government financial, budgeting and procurement systems. Abilities: The ability to understand, interpret and apply policy and specifically the policy and regulations in respect of cash, revenue, creditors as well as accruals. Analytical and innovative thinking ability. Proven ability to compile/draft and present effective financial management reports. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for the directorate. Display capabilities of negotiation, empowerment and evaluation of
personnel under control. Be able to undertake some travelling depending on the need to inspect and do quality control in regional offices.

**DUTIES**
Manage payment administration service in respect of all supplier invoices (e.g. corporate, supplier and medical services invoices) in accordance with Public Finance Management Act (PFMA), Treasury Regulations (TR’s), related policy and prescripts for the DOD. Manage a cost effective, professional revenue service to the DOD. Manage a cost effective, professional cash accounting service to the DOD. Manage a professional payroll deducting system and subsequent payment to the different institutions. Quarterly confirmation of correct face value documents administration. Assist in reporting, investigating and following up of all finance-related irregularities. Manage all resources made available to execute the duties resorting under this post, namely, personnel, finances, accommodation and equipment.

**ENQUIRIES**
Mr N.S. Makhani, Tel No: (012) 392 2348.

**APPLICATIONS**
Department of Defence, Financial Management Division (DFSS), Career Management Section, Private Bag X137, Pretoria 0001 or may be hand-delivered to Poynton building, 195 Bosman Street, Pretoria CBD, where it must be placed in wooden post box number 5 at Reception.

**NOTE**
Candidates will be subjected to a competency assessment.

**OTHER POSTS**

**POST 18/03**
FINANCE CLERK (4 POSTS)
Finance Management Division
Chief Directorate: Accounting
Directorate: Stores, Services and Related Payments, Finance Accounting Service Centres (FASCs).

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

**CENTRE**
FASC Wonderboom (Pretoria), Ref No: CFO 18/5/1A (X1 Post)
FASC MOD (Pretoria), Ref No: CFO 18/5/1B (X3 Post)

**REQUIREMENTS**
Minimum requirement: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in task finalisation. Permanent RSA citizen with no criminal record. The possession of a valid driver’s licence will be an advantage. Willing to undergo driving-and-maintenance training in order to obtain a military driver’s license. Willing to undergo training at Finance Education, Training Development Centre. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance and /or a minimum of one year relevant experience. The successful candidate will be required to complete all relevant courses.

**DUTIES**
Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

**ENQUIRIES**
Mr I. Van der Walt, Tel No: (012) 392-2850.
APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception (Please use reference number not post number).

POST 18/04 : SENIOR SECRETARY GR II, REF NO: CFO 18/5/2
Finance Management Division
Chief Directorate: Budget Management, Budgeting

SALARY : R152 862 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirements: Grade 12 certificate. Computer certificate or proven exposure to Ms Office suite, especially Ms Word. Minimum of one or two years secretarial experience. Grade 12 with Commercial subjects will be an added advantage. Computer literate (Excel, PowerPoint, and MS Word). Good telephone etiquette. Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timely. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES : Ms O.A. Samuels, Tel No: (012) 355 6481

APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception (Please use reference number not post number).
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be handed-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE: 24 May 2018 at 13:00

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

OTHER POSTS

POST 18/05: TECHNICAL TRAINING CENTRE TRAINING OFFICER: ELECTRICIAN REF NO: 2018/028

(School appointment)

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

CENTRE: Mandeni Campus


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

ENQUIRIES: Ms NNF Mdladla at (035) 902 9532

POST 18/06: TECHNICAL TRAINING CENTRE TRAINING OFFICER: FITTER & TURNER
REF NO: 2018/29
(College appointment)

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

CENTRE REQUIREMENTS: Mandeni Campus


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

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532

POST 18/07 : SENIOR ADMINISTRATION CLERK: TVETMIS REF NO: 2018/030

SALARY : R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Richtek Campus

REQUIREMENTS : Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Proven computer literacy. Proven statistical analysis. Knowledge of the Coltech system. Ability to operate database systems. Good record keeping.

DUTIES : KRA: Campus Data Capturing: Capture data related to the relevant campus. KRA: Campus Data Capturing: Compare source data with information to be capture to identify anomalies. KRA: Information Reporting: Analyse data and generate reports for management. KRA: Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.

ENQUIRIES : Ms NNF Mdladla at (035) 902 9532
DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS: The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 280 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002

FOR ATTENTION: Ms N Nortman

CLOSING DATE: 18 May 2018

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

OTHER POST

POST 18/08: ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOHS/13/2018

(3 Years Contract)

Chief Directorate: Internal Audit, Risk Management and Special Investigations

SALARY: R334 545 per annum plus 37 % in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: A recognised National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Auditors (IIA), General Internal Auditor (GIA), Certified Internal Auditor (CIA) or studying towards CIA an added advantage. A Minimum of three years experience in Internal Auditing of which one year should be at a supervisory level and experience in conducting performance audits. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Good written and verbal communication. Report writing. Good Interpersonal relations. Analytical skills.
Problem solving and conflict management. Supervisory skills. Computer literacy. Ability to use the audit working paper tool (Teammate) and knowledge of Audit Command Language (ACL) an added advantage. Willingness to travel when required. A valid driver’s licence.

**DUTIES**: Ensure efficient and effective management of Performance Audits. Comprehensive Audit Planning processes and outcomes. Audit Execution by evaluating the economy, the effectiveness and efficiency of management measures put in place. Timeous Audit reporting on each phase of the audit project.

**ENQUIRIES**

Ms N Nortman Tel No: (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’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity and disability within the IPID, will receive preference.

CLOSING DATE : 18 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 (criminal record, citizenship, credit record checks, qualification verification and employment verification). People living with disabilities are encouraged to apply.

OTHER POSTS

POST 18/09 : PRINCIPAL INVESTIGATOR REF NO: Q9/2018/19
SALARY : R334 545 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE : North West
REQUIREMENTS : A minimum of Grade 12 and five (5) years’ proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver’s license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.
DUTIES : Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID’s legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database.
ENQUIRIES : Ms L Maamogwa Tel No: 018 397 2500
APPLICATIONS: IPID Private Bag x 2017, Mafikeng, 2745 or Hand deliver to No. 1 Station road, Molopo Shopping center, 1st floor, Mafikeng.

FOR ATTENTION: Ms M Molefe

POST 18/10: INVESTIGATOR X2 POSTS

SALARY: R266 611 per Annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Ref No: Q9/2018/17
Northern Cape Ref No: Q9/2018/18

REQUIREMENTS: A minimum of Grade 12, NQF Level 4 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. A valid Code 08 driver’s license and the ability to drive a motor vehicle in that class. Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test. Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus Results-driven.

DUTIES: Receive, register and allocate cases, Attend crime scenes and postmortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin of victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, etcetera, Compile investigation reports and memoranda with recommendations to the SAPS and referrals to the National Prosecutions Authority (NPA) for consideration to prosecute or take appropriate disciplinary action, Draft and type investigation reports at the conclusion of each investigation. Electrically update the status of each case on the database.

ENQUIRIES: Ms K Mothusi Tel No: 011 220 1500 (G)
Mr T Mathe Tel No: 053 807 5100 (NC)

APPLICATIONS: IPID Private Bag x 25, Johannesburg, 2000 or Hand deliver to 20 Albert Street, 8th floor Braamflischer towers, Marshall Town, Johannesburg; For Attention: Ms M Tshabalala
IPID Private Bag x 6105 Northern Cape, 8301 or Hand deliver to 39 George Street, Kimberly 8301; For Attention: Mr A Bopape.

POST 18/11: SECRETARY TO THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: Q9/2018/16

SALARY: R152 862 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE: National office Pretoria

REQUIREMENTS: A Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good office management skills (document tracking, storage and retrieval system) sound minute taking as well as general office experience are essential. Applicants must be able to work under pressure, independently and ability to act with tact and discretion. Honesty and integrity. The successful candidate must be reliable, flexible, creative, be able to maintain confidentiality, client focused and quality oriented.

DUTIES: Provide general secretarial, administrative and support services to the Director such as: receive and make telephone calls, Manage the Director’s Diary, Make travel and accommodations arrangements, Provides clerical support services to the Director. Arranges meetings and events. Process the travel and subsistence claims for the unit. Type letters/memorandums/submissions/reports, Send and receive emails and faxes, Extract and process data and dissemination of management information in the context of office automation file, retrieve, track documents for the office of the Director. Draft routine correspondences and
reports. and Remain up to date with regard to prescipts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Collects all relevant documents to enable the manager to prepare for meetings. Handles the procurement of standard items like stationery etc.

**ENQUIRIES** : Mr P Hlalele Tel No: 012 399 0189

**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 DR Kumalo

**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 (criminal record, citizenship, credit record checks, qualification verification and employment verification). "Only People Living With Disability Will Be Considered"
DEPARTMENT OF JUSTICE & 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.

CLOSING DATE : 21 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.

MANAGEMENT ECHELON

POST 18/12 : DIRECTOR: INTERNATIONAL LEGAL RELATIONS: REF NO: 18/52/CD

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in International Law/Relations as recognised by SAQA/LLB; Experience in narrative report drafting, legal and academic research; At least 6 years’ of relevant work experience of which 5 years must be at middle/senior managerial level; Knowledge of the Public Finance Management Act,1999, prescripts and Regulations; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Drafting of narrative reports; Legal and academic research.

DUTIES : Manage and coordinate liaison and cooperation with States, including Regional, Continental and International organizations/agencies on justice, constitutional and legal affairs within the international context; Manage and coordinate Commonwealth, Africa and SADC matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies such as the United Nations (UN), The Hague Convention, The International Institutes on the Unification of Private Law (UNIDROIT), Africa & Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Prepare documents and memoranda for the signing and ratification of treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and coordinate negotiations of bilateral and multilateral treaties on constitutional and legal matters; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First
NOTE: Preference will be given to women and people with disability.

POST 18/13: MASTER: REF NO: 18/51/MAS

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

CENTRE REQUIREMENTS: Master of the High Court: Grahamstown

REQUIREMENTS: An LLB Degree or 4 years recognised legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporation Act, Trust Property Control Act and other relevant legislation; A valid driver’s license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Communication skills; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment; Computer literacy.

DUTIES: Monitor and improve the administration of Guardian Funds service; Manage, monitor and improve the administration of insolvency services; Monitor and improve the administration of deceased estates services and trust services; Manage, Monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) of strategic service points within the jurisdiction of the office of the Master Durban.

ENQUIRIES: Mr C. Msiza Tel No: (012) 315 4754

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

NOTE: People with disability are encouraged to apply. Preference will be given to women and people with disability.

POST 18/14: DIRECTOR: ASSET MANAGEMENT: REF NO: 18/48/CFO

(Re-Advertisement: previous applicants need to re-apply) (12 Months Contract Appointment)

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

CENTRE REQUIREMENTS: National Office: Pretoria

REQUIREMENTS: A Degree in Financial Management, Asset Management field or equivalent (NQF level 7) as recognized by SAQA; 6 years’ experience in Asset Management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

DUTIES: Ensure a complete, accurate and consolidated asset register for owned & leased assets; Manage and oversee the disposal process within the department; Monthly reconciliation between the Basic Accounting System (BAS), Procurement System and the Asset Register; Provide accurate and complete financial information for compilation of the financial statements pertaining to leases and owned assets; Provide asset management advice, support to the department and manage the Directorate according to defined management functions and standards.

ENQUIRIES APPLICATIONS: Ms S. Bezuidenhout Tel No: (012) 315 1090

Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private
NOTE: People with disabilities are encouraged to apply

OTHER POST

POST 18/15: **DEPUTY DIRECTOR: CONTRACTS, LITIGATION RISKS AND PERFORMANCE REF NO: 18/49/CFO**

(12 Months Contract Appointment)

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

**CENTRE**: National Office, Pretoria

**REQUIREMENTS**: A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management (with strong emphasis on Contract Law) at NQF 6; At least 3 years working experience in the Contract Management and Supplier Performance Monitoring environment; Knowledge of SCM regulatory framework, PFM and relevant National Treasury prescript will be an added advantage; A Commercial or Contract law qualification will be an added advantage; A working knowledge of SCM government structures and Legal background will be an added advantages. Skills and Competencies: Contract and SLA drafting skills; Communication skills (verbal and written); Collaborative and excellent people skills; Have flair in legalities and attention to detail and accuracy; Proactive and innovative skills; Ability to work independently and under pressure; Strong negotiation skills.

**DUTIES**: Develop framework for Contract Management including Supplier Performance Management function; Implement a disciplined Contracts Lifecycle Management (CLM) culture; Facilitate negotiations process and contracting services and contract dispute process. Draft of Service level Agreement (SLA); Provide support to SCM governance structures; Develop SCM performance management plan (efficiency analysis, improvement, standard processes and templates); Develop and implement SCM document management framework (e-filling structure, security, classification, repository, collaboration and automation); Monitor and evaluate performance against Departmental procurement objectives and report thereof; Detect SCM non-compliance and process risks and propose mitigation plan and report progress thereof; Develop procedure for the implementation of National Treasury SCM reforms on SCM related case law; Research and liaison with legal services, state attorney’s office, competition commission and or public protector no SCM related case laws, precedents and verdicts to shape and informs policy development; Solidify a business case for the development of the SCM CLM module to enable end-to-end management and real-time monitoring of SCM performance.

**ENQUIRIES**: Ms S Bezuidenhout Tel No: (012) 315 1090

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

NOTE: People with disabilities are encouraged to apply
DEPARTMENT OF LABOUR

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

CLOSING DATE : 22 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 of all qualification(s), academic records including a Senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 18/16 : DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/3/3DBS/WC

SALARY : R948 174 per annum (All inclusive)

CENTRE : Provincial Office: Western Cape


DUTIES : Oversee the implementation of strategy of the Unemployment Insurance Fund (UIF). Manage the effective rendering of operation services. Oversee the implementation of employer audit services. Manage the implementation of risk.
Management strategies. Manage all resources (Human, Financial equipment/Assets).

ENQUIRIES : Mr M Ntamo Tel No: (021) 441 8112
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

OTHER POSTS

POST 18/17 : DEPUTY DIRECTOR: CLAIMS CREDITORS REF NO: HR4/4/3/2DDCC/UIF

SALARY : R657 558 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
DUTIES : Approve and monitor the reconciliation of payments for the Unemployment Insurance claims to eligible beneficiaries. Monitor, follow up and report on open vouchers (payment which financial institutions could not process for various reasons). Compile financial reports on benefits payments. Manage the implementation of internal controls. Manage resources (Human, Financial, Equipment, Assets) in the Sub-Directorate.

ENQUIRIES : Ms HA Aderibigbe, Tel No: (012) 337 1112
APPLICATIONS : Chief Director: Corporate Services P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Building, Pretoria 0001
FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 18/18 : SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/5/36

SALARY : R417 552 per annum
CENTRE : Labour Centre: Pietermaritzburg
DUTIES : Co-ordinating and maintaining the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES : Mr. MP Tshabalala, Tel No: (033) 341 5300
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.
POST 18/19: ASSISTANT DIRECTOR: CLAIM DEBTORS REF NO: HR4/4/3/2ASDCD/UIF

SALARY: R334 545 per annum
CENTRE: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: Three years tertiary qualification in Financial Management / Cost and Management Accounting. Four (4) years experience in Finance environment of which Two (2) years must be at Supervisory level. Knowledge: Public Finance Management Act (PFMA), Conflict Management. Basic Conditions of Employment Act (BCEA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Debtors Management, Labour Relations Act (LRA). Skills: Accounting, Communication, Listening, Computer literacy (MS Office Suite), Interpersonal, Attention to detail, Time Management, Report Writing, Planning and Organizing.

DUTIES: Manage the overpayment Debt collection processes. Guide and support the team in the provision of support services to Provincial offices. Manage and maintain the debtor's records. Manage the reconciliation of overpayment debtor's accounts. Manage resources (Human, Finance, Equipment, Assets) in the section.

ENQUIRIES: Mr. MR Nchabeleng, Tel No: (012) 337 1415
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.
FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 18/20: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/2ASDOD/UIF

SALARY: R334 545 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

DUTIES: Develop and review the organisational structure. Facilitate the development and reviewal of job profiles. Conduct job evaluation in the Fund. Manage all resources in the Sub-Directorate.

ENQUIRIES: Ms. MR Makokotlela, Tel No: (012) 337 1821
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria. 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.
FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 18/21: ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASCC/UIF

SALARY: R334 545 per annum
CENTRE: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: Three years tertiary qualification in Contact Centre Management / Operations / Public Management / Business Administration / Management / Administration Management / Public Administration/ Communication. Two (2) years experience at a supervisory level. Two (2) years functional experience in Call Centre. Knowledge: Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Labour Relation Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and

**DUTIES**: Monitor the handling of incoming calls. Monitor the handling of walk-in enquiries. Implement the Call Centre policies and procedures. Manage resource (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES**: Mr. JN Mthembu, Tel No: (012) 337 1189

**APPLICATIONS**: Chief Director: Corporate Services; PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.

**FOR ATTENTION**: Sub-directorate: Human Resource Management, UIF

**POST 18/22**: ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/4/04/21

**SALARY**: R334 545 per annum

**CENTRE**: Provincial Office: Gauteng


**DUTIES**: Manage performance information of the provinces in the Department of Labour, in order to insure that the pre-determined plans and objectives of the organization are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of Service Delivery Improvement Plans. Assist in consolidating and analyzing trends recorded through quarterly performance reports against. Manage all the resources of the division.

**ENQUIRIES**: Mr. D Kgwele, Tel No: (011) 853 0300

**APPLICATIONS**: Chief Director: Provincial Operations; PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

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

**POST 18/23**: ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR4/4/4/04/22

**SALARY**: R334 545 per annum

**CENTRE**: Provincial Office: Gauteng

**REQUIREMENTS**: Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two years functional experience in Labour market analysis. Two (2) years supervisory experience. Valid drivers license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Analytical methods, Labour market dynamic, Research Methodology, Project management, COIDA, SDA, LRA, EEA, BCEA, OSHA, UIA. Skills: Assertiveness, Communication Interpersonal, Innovative, creative and leadership, Management, planning organisation, Analytical, Team management, Stress management, Data analysis.

**DUTIES**: Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.

**ENQUIRIES**: Mr. D Kgwele, Tel No: (011) 853 0300

**APPLICATIONS**: Chief Director: Provincial Operations; PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION**: Sub-directorate: Human Resources Management, Gauteng
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS:
Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE:
18 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. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

POST 18/24: SENIOR COURT INTERPRETER REF NO: 2018/148/OCJ

SALARY:
R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
Middelburg High Court

REQUIREMENTS:
Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure

DUTIES:
Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

ENQUIRIES:
Ms P. Khoza Tel No: (013) 7539337

POST 18/25: REGISTRAR REF NO: 2018/149/OCJ

SALARY:
(MR3 to MR5) R226 227 - R433 632 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
Middelburg High Court

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

**DUTIES**

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

**ENQUIRIES**

Ms P Khoza Tel No: (013) 7539337

**POST 18/26**

**JUDGES SECRETARY REF NO: 2018/150/OCJ**

**SALARY**

R226 611 - R266 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Middelburg High Court

**REQUIREMENTS**

Grade 12 or equivalent qualification; 3 years secretarial experience; the following will serve as an advantage; a secretarial diploma; A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; 2 to 3 years legal experience. Knowledge of law and legal terminology, will serve as an added advantage. The ability to do Dictaphone typing. Typing 35 wpm; A valid driver’s license. Skills and competencies: Proficiency in English and Afrikaans; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness’ Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; Research capabilities.

**DUTIES**

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

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ENQUIRIES: Ms P Khoza Tel No: (013) 7539337
NOTE: Shortlisted candidates will be required to pass a typing test

**POST 18/27**: **REGISTRAR’S CLERK (2 POSTS)**

**SALARY**: R152 862 – R180 063 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Middelburg High Court, Ref No: 2018/151/OCJ (1 Post)
Mbombela High Court, Ref No: 2018/152/OCJ (1 Post)

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

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

ENQUIRIES: Ms P Khoza Tel No: (013) 7539337

**POST 18/28**: **ADMINISTRATION CLERK: DCRS REF NO: 2018/153/OCJ (2 POSTS)**

**SALARY**: R152 862 - R180 063 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Middelburg High Court

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

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

ENQUIRIES: Ms P Khoza Tel No: (013) 7539337

**POST 18/29**: **ADMINISTRATION CLERK REF NO: 2018/154/OCJ**

**SALARY**: R152 862 – R180 063 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Middelburg High Court

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

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

ENQUIRIES : Ms P Khoza Tel No: (013) 7539337
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 25 May 2018 at 15:45

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

MANAGEMENT ECHELON

POST 18/30: DIRECTOR: LABOUR RELATIONS IMPROVEMENTS, DISPUTES AND LITIGATION REF NO: DLRI/04/2018

SALARY: All inclusive remuneration package of R948 174 - R1 116 918 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor’s Degree (new NQF level 7) in Labour Law or Labour Relations with not less than 5 years’ experience in labour relations or human resource management practices and grievance investigation. A Post graduate qualification in the area of Labour Law or Labour Relations will be an added advantage. A Minimum of 5 years’ experience in the Middle/Senior Management Services. Proven experience in applied research, monitoring and evaluation. Proven experience in case management and trend analysis. Demonstrated competence in management of human and financial resources. Presentation Skills. Report writing skills. Knowledge of Public Service Policies and the Regulatory Framework. Ability to work under pressure and willingness to travel. Sufficient computer skills in Microsoft Office Suite (Excel, Word and PowerPoint package). A Valid driver’s license.

government departments. Advise and assist the Commission with disputes relating to grievances. Supervise and assess the performance of personnel within the Directorate. Provide strategic direction as a member of Office’s Management Team and manage the financial and human resources of the Directorate in line with relevant legislative and policy imperatives.

ENQUIRIES : ADV. MM Malebye Tel No: (012) 352 1192 / 1012

OTHER POST

POST 18/31 : STATE ADMINISTRATIVE OFFICER: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: SAO/NACH/04/18

SALARY : R226 611 - R266 943 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Senior Certificate coupled with an appropriate recognised National Diploma/Bachelor's Degree or equivalent qualification (NQF Level 6/7) in Public Administration or Social Sciences. 2-3 years’ relevant experience. Understanding of Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. Understanding of government programmes and priorities. Proven administrative and organisational skills. Proven research and analytical skills. Project management skills in MS Office Suite (Word, Excel, PowerPoint and Outlook). Good interpersonal skills and ability to handle pressure. Creative, motivated and result oriented individual. Excellent written and verbal communication skills. Ability to work independently and as part of a team. A valid driver’s license and willingness to travel will be an added advantage.

DUTIES : Assist in managing cases of alleged corruption reported on the National Anti-Corruption Hotline. Produce data and statistical information as and when required. Assist in promotion of professional ethics in the Public Service. Assist in managing conflicts of interest in the Public Service and conducting Anti-Corruption Hotline workshops at National Departments and provision of overall administrative support of the Chief Directorate: Professional Ethics.

ENQUIRIES : MR NJ Mudau Tel No: (012) 352 1038
ANNEXURE J

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: 18 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. Senior Management Post: Call for Nominations. The Minister of Rural Development and Land Reform, in terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, seeks to appoint a Deputy Chief Land Claims Commissioner. The Minister hereby invites nominations from the general public of candidates who meet the requirements outlined below. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. Appointment will be made in compliance with the recruitment process as outlined in the Public Service Regulations, 2016.

MANAGEMENT ECHELON

POST 18/32 : DEPUTY CHIEF LAND CLAIMS COMMISSIONER (REF NO: 3/2/1/2018/117)
Branch: Restitution: National Office

SALARY : R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS) (5 year contract post)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Social/Natural/Economic Science/Law or Development Studies (NQF Level 7), 5 year's working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management; Monitoring and evaluation; Strategic planning and stakeholder relations; Understanding of key priorities of government as well as comprehensive rural development programme (CRDP). Job related skills: Ability to act as programme manager; Strong leadership and managerial qualities, A good track record of working with communities; Strong research and analytical; Good written and verbal communication. A valid driver’s licence (code 08).

DUTIES : Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/policies/appropriate documentation for the Minister and the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief land Claims Commissioner. Brief Minister and the Chief Land Claims Commissioner on all restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Lead and manage the Commission in the Chief Land Claims Commissioner absence. Act as Deputy Head of the Commission. Act as Chief Land Claims Commissioner in his/her
absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at national office and provincial office. Provide provincial coordination support to the Chief Land Claims Commissioner. Provide provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to restitution provincial offices. Coordinate provincial roll out of restitution related initiatives. Coordinate and support provincial coordination across provinces. Support sector collaboration across sectors, spheres of government and provinces. Develop and coordinate restitution policy, including drafting of standard operating procedures, ensuring alignment with government wide policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate restitution policy development. Participate and advise on all land reform related polices. Review, Advice and facilitate coordination with government wide objectives. Develop, update and maintain land restitution strategic framework. Engage with various stakeholders in the development and update of restitution or related policies. Liaise and foster working relationships with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Liaise, foster and promote sector collaboration with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

ENQUIRIES
Mr B Moemedi Tel No: (012) 312 9696

APPLICATIONS
Nominations: Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

NOTE
Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS
POST 18/33
CHIEF TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/113)
Directorate: Spatial Coordination

SALARY
R805 806 per annum (Salary in accordance with OSD for Engineers)

CENTRE
Pretoria

REQUIREMENTS
B Degree in Urban/Town and Regional Planning. 6 year’s post qualification Town and Regional Planning experience required. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional legal and operational compliance; Town and regional systems and principles; Town and regional planning processes and procedures; Process knowledge and skills; Research and development; Computer-aided applications; Creating high performance culture; Technical consulting; Professional judgement; Accountability. Job related skills: Strategic management and direction; Analytical; Creativity; Self-management; Communication and listening; Computer literacy; Language proficiency; Knowledge management; Negotiation; Change management. A valid driver's license (code 08).
DUTIES: Town and Regional planning future forecasting: Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guideline, policies and regulations. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. People management: Manage the development motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performances standards and taking actions to correct deviations to achieve departmental objectives.

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

POST 18/34: DEPUTY DIRECTOR: RECAPITALISATION (REF NO: 3/2/1/2018/114)
Directorate: Strategic Land Acquisition

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

CENTRE: Eastern Cape (East London)

REQUIREMENTS: Bachelor's Degree/National Diploma in Agricultural studies. An Honours Degree in Agricultural Economics will be an added advantage. 3-5 years management experience in the public services as Agricultural Development Officer or agricultural sector. Job related knowledge: Departments policies, prescripts and practice pertaining to CRDP and RADP; Land reform policies and other related legislations; Understanding of various commodities e.g. Livestock, crop, sugar cane, vegetables, poultry and Horticulture production; Understanding of sector needs and business requirements; Understanding of government development policies e.g. National Development Plan, National Growth Path etc; Corporate governance. Job related skills: Project, conflict and financial management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver's licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.

DUTIES: Coordinate planning, monitoring and reporting mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP provincial project database. Develop and implement recapitalisation and development programmes (RADP) related policies, systems and procedures within the province and district. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems.
and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance provincial and district priorities. Identification and mobilisation of relevant stakeholders to advance commodity value chain cluster priorities. Ensure the development of cluster value-chain integrated model. Facilitate the implementation of the cluster value-chain integrated model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

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

POST 18/35 : DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES (REF NO: 3/2/1/2018/115)
Directorate: Financial and Supply Chain Management Services

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

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : National Diploma in Financial Management/Logistics Management/Purchasing Management/Supply Chain Management/Public Management in Supply Chain management. 3 years working experience as an Assistant Director in the supply chain management environment. Job related knowledge: Government procurement procedures and regulations; Preferential Procurement Policy Framework Act (PPPFA); Public Financial Management Act; Basic Accounting System; Treasury Regulations. LOGIS and ACCPAC system as an added advantage. Job related skills: Computer literacy; Communication (verbal and written); Interpersonal relations; Organising; Analytical and decision making; Ability to capture information accurately and in detail; Leadership and management. Ability to work in tight deadlines and under pressure. Willingness to work beyond normal working hours and travel when required. A valid driver’s licence (code 08).

DUTIES : Manage the demand management plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with supply chain management prescripts. Provide advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advise on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Provide budgetary input to the Director when required. Manage implementation of service level agreements between clients offices and the Provincial Shared Service Centre (PSSC) as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/client office when required. Identify service delivery needs of clients when required. Identify service delivery needs of clients when necessary.

NOTE : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 18/36 : INFORMATION MANAGER (REF NO: 3/2/1/2018/116)
Directorate: Information and Innovation Management Services

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/National Diploma in Information Management/Information Science with 3 year's middle management experience in information management or library science environment. Experience: Running effective and efficient library and information service; Collection management and development; Information retrieval and literature reviews; Implementing information strategies through information architecture. Job related knowledge: Information management processes; Understanding of most prevalent systems (i.e. ECM, SABINET, EDMS, Symphony, Juta Law, Lexis-Nexis, Ebsco, E-Books etc): Practical knowledge of PFMA, Treasury Regulations and other related prescripts. Job related skills: Interpersonal relations; Communication (verbal and written); Information management software; Government and general management; Computer literacy; Supervisory; Project management. A valid driver's licence (code 08). Team work and ability to cope and work under pressure.

DUTIES : Implement information strategies through information architecture. Conduct information audits with stakeholders. Develop and implement DRDLR information taxonomy. Develop business case and user requirements for enterprise content management system. Implement and maintain electronic library system. Implement and maintain enterprise content management system. Implement and manage library services website. Run an effective and efficient library and information services. Develop and implement library service policies and procedures. Develop and implement information management policies and procedures. Ensure acquisition, indexing and circulation of information resources. Ensure credibility and reliability of management information. Facilitate training and capacity building on information research databases. Develop, maintain and monitor service legal agreements with customers. Identify and develop schedule of services. Identify, wherever possible, cost reduction and service enhancement opportunities. Develop service standards in terms of duration, quality and quantities, as the case may be, which will apply in respect of the service areas. Render services in accordance with the prescribed legal and policy frameworks of the public service. Manage relationships with customers, stakeholders and managers. Identify and liaise with DRDLR stakeholders and determine requirements for products. Maintain network of customers, colleagues and interest groups inside and outside the ministry. Design, develop, distribute and manage communication and awareness programs. Develop and manage collections. Facilitate access to information sources and databases. Establish new access to identified prioritized database. Ensure cataloguing and indexing of information sources to enhance retrieval processes. Provide research and literature reviews. Guide identification, access and collection of desktop research information from various open and grey sources of information. Conduct research and literature reviews. Collect, evaluate and disseminate information.

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

POST 18/37 : DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES (REF NO: 3/2/1/2018/118)
Directorate: Financial and Supply Chain Management Services

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

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Degree/National Diploma in Supply Chain Management/Logistics Management/Financial Management. 3 years working experience as an Assistant Director in the supply chain and facilities environment. Job related knowledge: Public Finance Management Act (PFMA), Basic Accounting System (BAS), LOGIS, ACCPAC and Treasury Regulations. Job related skills: Interpersonal
relations; Communication (verbal and written); Decision making; Computer literacy; People management. A valid driver's license (code 08).

**DUTIES**

Manager the Demand Management plan and acquisition of goods, services and assets. Ensure that they are procured in accordance with supply chain management prescripts. Provide advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advise on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Provide budgetary input to the Director when required. Manage implementation of service legal agreements between clients offices and the PSSC as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/client office when required. Identify service delivery needs of clients when required. Identify service delivery needs of clients when necessary.

**NOTE**

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

**POST 18/38**

**SENIOR PERSONAL ASSISTANT (REF NO: 3/2/1/2018/126)**

**Branch:** Financial Services

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma in Public Administration/Office Management and Technology/Public Management. 3 years experience in support services. Job related knowledge: Strategic and operational planning; Financial and risk management; Human resource and supply chain management legislation. Job related skills: Communication (verbal and written); Computer literacy; Interpersonal relations; Attention to detail and quality control; Problem solving; Management, financial and administrative skills.

**DUTIES**

Prepare and analyse documents for decision making by CFO. Ensure effective co-ordination, management and quality of work of all functional components. Ensure quality control and advice in terms of submissions. Ensure compliance in terms of turnaround times, inform the CFO of deadlines. Provide support in the management of strategic and operational targets. Provide support in budget analysis and monitoring of expenditure. Liaise with clients, Government institutions and other stakeholders. Provide advice to clients in the absence of the CFO. Provide advice to the CFO on strategic issues, policy and operations. Process agendas and minutes for management meetings, with the assistance of the Office Assistant. Compile and coordinate reports and presentations for the CFO. Compile submissions independently on behalf of CFO.

**NOTE**

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

**POST 18/39**

**PROFESSIONAL TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/119)**

**Directorate:** Spatial Planning and Land Use Management

**SALARY**

R549 639 per annum (The salary in accordance with the OSD for Engineers)

**CENTRE**

Eastern Cape (East London)
REQUIREMENTS: B degree in Urban/Town and Regional Planning. 3 years post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy. A valid driver’s licence (code 08).

DUTIES: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the development of spatial plans at provincial and municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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

POST 18/40: RESTITUTION ADVISOR (REF NO: 3/2/1/2018/120)
Directorate: Legal Support

SALARY: R417 552 per annum (Level 10)

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: A BProc or LLB degree. 4 years working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post Qualification experience in court litigation. Job related knowledge: Understanding of the Land Reform process and in particular Land Restitution, Constitution, Public Administrative Law, Property and related Law, Law of Contracts, SA Law, in particular Land Reform Laws, conveyance and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in Restitution process; Excellent report writing and verbal legal communication; Administrative and organising; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting; Ability to think independently, analytically and innovatively; Ability to compile reports and draft submissions; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver’s licence (code 08). Preparedness to travel and work irregular hours under tremendous pressure.


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

POST 18/41: PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/121)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: Mpumalanga (Nkangala District)
REQUIREMENTS: Bachelor’s Degree/National Diploma in Agricultural Studies. Post Graduate Degree in Agriculture will be an added advantage. 3-5 years’ relevant working experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to CRDP and RADP; Land Reform policies and other related legislations; Understanding of various commodities e.g livestock, crop, sugar cane, vegetables, poultry and Horticulture production; Understanding of sector needs and business requirements; Understanding of government development policies e.g National Development Plan, National Growth Path etc; Corporate governance. Job related skills: Project, conflict and financial management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver’s licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.

DUTIES: Plan, implement, monitor and report mechanisms of RADP project in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for the implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP provincial project database. Ensure the implementation of recapitalisation and development programme (RADP) related policies, systems and procedures within the province. Ensure the use RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of relevant partners to advance district priorities. Identification and mobilisation of relevant stakeholders to advance commodity value chain cluster priorities. Ensure the development of cluster value-chain integrated model. Facilitate the implementation of the cluster value-chain integrated model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

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

POST 18/42: PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/122)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: Northern Cape (Pixley Ka Seme District)
REQUIREMENTS: Bachelor’s Degree/National Diploma in Agricultural studies. Post Graduate degree in Agriculture will be an added advantage. 3-5 years’ relevant working experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to CRDP and RADP; Land Reform policies and other related legislations; Understanding of various commodities e.g. Livestock, crop, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of Government Development Policies e.g. National Development plan, National Growth path etc; Corporate Governance. Job related skills: Project, conflict and financial management, Agricultural development,
Stakeholder mobilization, analytical, Report writing and computer literacy. A valid driver's license (code 08). An initiative self-driven individual willing to travel and work irregular hours.

**DUTIES**

Monitor and report on mechanisms of RADP projects in line with Government priorities. Ensure the identification of farms in distress acquired since 1994 across all Land Reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding of implementation of projects. Facilitate the appraisal of business plans for Recapitalization and Development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of Recapitalization and Development programme (RADP) related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarize them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance provincial priorities. Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

**NOTE**

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

**POST 18/43**

**PROJECT COORDINATOR: PRE SETTLEMENT (REF NO: 3/2/1/2018/123)**

Directorate: Operational Management

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

Western Cape (Cape Town)

**REQUIREMENTS**

Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture, Development Studies, Town Planning or any other relevant qualification. 3-5 years experience in restitution or land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understand and interpret business plans; Thorough knowledge in land reform and development-related issues. Job related skills: Project and contract management; Negotiation; Leadership; Computer literacy; Communication; Ability to draft terms of reference for service providers; Ability to manage consultants. A valid driver's license (code 08). Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES**

Manage the lodgment of restitution land claims. Validate restitution claims. Verify lodged claims. Negotiate the settlement of claims. Settle the claims.

**NOTE**

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

**POST 18/44**

**SENIOR VETTING OFFICER (REF NO: 3/2/1/2018/124)**

Directorate: Vetting and Special Investigations

**SALARY**

R417 552 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

B Degree or NQF 6 in Social Sciences or related areas. 3-5 years of experience in investigations. Job related knowledge: Interpretation of policies; Investigation and risk analysis; Ability to work independently. Job related skills: Communication and listening; Analysis; Computer literacy; Language proficiency. Short courses in the following areas: analysis, conflict management, listening and interviewing skills. A valid driver's licence (code 08).

**DUTIES**

Conduct vetting field-work investigations. Gather relevant information. Conduct proper analysis and quality check the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Assist in the development,
implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SSA, SAPS, SASS, SANDF, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers to access information. Administer files and participate in task teams dealing with matters related to vetting projects/processes. Participate in project and task teams dealing with a variety of subject areas. Administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct vetting and security related research and development.

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

POST 18/45: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF NO: 3/2/1/2018/125)
Directorate: Support Services

SALARY:
R334 545 per annum (Level 09)

CENTRE:
North West (Mafikeng)

REQUIREMENTS:
Bachelor’s Degree in Social Work/Psychology. Registered with recognised Professional Council. 3 years supervisory experience as Health and Wellness Co-ordinator or a Social Worker/Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes including includes HIV and AIDS and TB Management. Job related skills: Computer literacy; Interpersonal and facilitation; Counselling; Communication; Problem solving and conflict resolution; Report writing; Project management. A valid driver’s license (code 08). Ability to work in a team.

DUTIES:
Coordinate, implement and market employee health and wellness and HIV and AIDS programmes for all Provincial employees. Conduct marketing of employee health and wellness management services through presentations, posters and pamphlets. Co-ordinate / facilitate workshops for managers and supervisors on their role in employee health and wellness management. Co-ordinate implementation of provincial employee health and wellness management services by the appointed service provider. Conduct psycho-social assessment of employees and refer to service providers for further management. Co-ordinate diffusion and debriefing in line with the service standards. Conduct health and wellness events to promote employee health and wellness management utilization. Conduct employee’s need assessment and analysis for redress. Administer questionnaires to assess needs of provincial employees. Analyze questionnaires and design intervention programmes to address the needs. Advise management on the relevant programmes to address employee’s challenges which could impact negatively on performance and attendance if not attendance to. Implement life skills/educational and preventative programmes for all provincial employees. Co-ordinate/facilitate workshops on: Stress and depression management, stress and change management, substance abuse, personal financial management. Conduct health promotion programmes which includes HIV and AIDS and TB management, voluntary counseling and testing and management of chronic illness. Co-ordinate health screening services. Conduct awareness and education sessions on prevention and management of diseases and chronic illnesses. Promote physical wellness and healthy life-style through sport and recreation activities. Co-ordinate HIV/AIDS voluntary counselling and testing. Co-ordinate health promotion and management of HIV/AIDS, TB, STIs in line with the national health calendar. Support and manage provincial EWP committees. Ensure formal appointment of employee health and wellness management committees by management and national office. Arrange needs
based workshops and training sessions for the committees. Conduct meetings with the committees.

NOTE : This is a re-advertisement, applicants who applied previously must re-apply.
African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 18/46 : SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/127)
Directorate: Financial and Supply Chain Management Services

SALARY : R281 418 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma in Logistics Management/Financial Management/Public Management. 2 years administrative experience in the supply chain environment. Job related knowledge: Public Service Sector; Public Finance Management Act; Treasury Regulations. Job related skills: Report writing; Communication (verbal and written); Computer literacy. Ability to work under pressure. Team Work and a valid driver’s license (code 08).


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

POST 18/47 : SENIOR STATE ACCOUNTANT: SALARIES (REF NO: 3/2/1/2018/128)
Directorate: Financial Accounting and Reporting

SALARY : R281 418 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Accounting/Finance Management/Commerce. 2 years of experience in salaries and payroll. Job related knowledge: Treasury or Financial Regulations; Public Service Act; PERSAL (personnel salaries); Basic Accounting System and Microsoft Outlook. Job related skills: Supervisory; Tax Administration; Written and verbal communication and Computer literacy.

DUTIES : Provide accurate information concerning all aspects of work to meet all customers' requirements. Keep clients informed about policies or directives, PERSAL updates/directives and Public Service Coordinating Bargaining Council (PSCBC) Resolutions. Provide information on all salary related queries timeously. Follow up on outstanding payrolls timeously. Maintaining PERSAL functions and PERSAL usage. Consult with PERSAL Client Services to establish clear understanding of procedures regarding all PERSAL matters within set requirements. Adhere to PERSAL messages as per requirements. Ensure that all transactions on PERSAL done by the salary division are finalised correctly and timeously according to set policies and manuals. Clear PERSAL salary suspense accounts daily. Coordinate salary advices and ensure that payrolls runs timeously within the allocated time frames. Control reporting on certified payrolls per run. Correct faulty or rejected transactions according to procedure. Ensure that all salary related queries dealt with correctly and speedily. Perform control and reporting audits on certified payrolls per run. Prepare statistics for presentation to management. Prepare statistics to report to head of division on a quarterly basis. Report on outstanding payrolls to the Chief Financial Officer quarterly. Ensure that all monies regarding payments are returned to the department via ACB are correctly allocated and refunded wen relevant.

NOTE : African, Coloured, Indian and White males and Coloured females and Persons with disabilities are encouraged to apply.
POST 18/48: SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: 3/2/1/2018/129)
Directorate: Financial and Supply Chain Management Services

SALARY: R281 418 per annum (Level 08)
CENTRE: Eastern Cape (East London)
REQUIREMENTS: National Diploma in Financial Management/Logistics/Purchasing Management/Supply Chain Management/Public Administration. 2 years experience in procurement administration/acquisition management/provisioning administration. 2 years supervisory experience will be an added advantage. Job related knowledge: Good knowledge and experience of supply chain management with emphasis on procurement administration, and government and CIBD procurement policies; Transversal contracts and the PFMA, Treasury regulations and relevant prescripts; LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Job related skills: Computer literacy; Good verbal and written communication; Be able to work under pressure and independently; Interpersonal relations; Analytical. A valid driver's licence (code 08).

DUTIES: Maintain an efficient and effective system of procurement of goods and services. Administer departmental requests. Manage the sourcing of quotations up to R500 000 using the electronic departmental data base. Compile comparative schedules for requests above R30 000. Check compliance of all procurement documents and processes. Arrange and facilitate the bid specification and evaluation committee procedures. Arrange and represent the demand and acquisition management sub directorate at briefing and site visits. Manage the invitation of bids. Opening bids and recording on relevant systems/web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and regulations. Compile and, where necessary check minutes of all the meetings. Draft and package the submissions to the bid adjudication committee for consideration. Prepare appointment letters and update the registers. Implement and ensure effective systems and procedures for suppliers registration and accreditation. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier data base. Administer budget and administrative tasks for the demand and acquisition management sub directorate. Conduct market research to ensure competitiveness in the procurement of goods and services. Ensure competitive, transparent, equitable open and cost effective procurement of goods and services. Manage spreadsheets of requests and report to management. Compile spreadsheets and report to management on a monthly and quarterly basis.

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

POST 18/49: OFFICE ASSISTANT (REF NO: 3/2/1/2018/130)
Office of the Surveyor General

SALARY: R226 611 per annum (Level 07)
CENTRE: Eastern Cape (East London)
REQUIREMENTS: Grade12/Senior Certificate plus a National Diploma (NQF6) qualification in Public Administration/Office Administration. 1-2 years experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures; Understanding of the management information and formal reporting system; Professional office etiquette; Office administration. Job related skills: Interpersonal relations; Communication (written and verbal); Organisational and planning; Reporting; Computer literacy. Ability to take initiative and work independently. Ability to maintain confidentiality. Attention to detail.

DUTIES: Organise and maintain the Chief Director's diary and prioritising meetings. Confirm appointments and remind the Chief Director of engagements. Coordinate with and advise departmental managers regarding engagements with the Chief Director. Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings. Perform advanced typing work for the Chief Director. Arrange international and domestic traveling and accommodation for the Chief Director. Operate and ensure that office equipment are in good working order. Provide administrative support services for the office of the Chief Director. Ensure the effective flow of information and documentation to
and from the office of the Chief Director. Ensure the safekeeping of all
documentation in the office of the Chief Director in line with relevant legislation and
policies. Obtain inputs, collates and compiles progress reports, monthly reports
and technical reports for the manager. Respond to enquiries received from internal
and external stakeholders. Draft documents as requested. Manage the filing of
documents for the office of the Chief Director. Researches, collects, analyses and
collates information requested by the Chief Director. Prioritises issues for the office
of the Chief Director. Handles the procurement of office equipment, stationery and
refreshments for the office of the Chief Director. Remain abreast of procedures and
processes applicable in the office of the Chief Director. Prepare and submit S&T
claims. Manage the administration of the cell phone of the Chief Director. Create
and maintain a filing system of the office of the Chief Director.

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

POST 18/50: SECRETARY (REF NO: 3/2/1/2018/131)
Directorate: Research Analysis and Evaluation

SALARY: R183 558 per annum (Level 06)
CENTRE: Pretoria
REQUIREMENTS: A National Senior Certificate/Grade 12 Certificate or any other training
course/qualification that will enable the person to perform the work satisfactorily. 1
year secretarial experience. Job related knowledge: Office administration;
Understanding of legislative framework governing the public service; Ability to
capture data and operate a computer. Job related skills: Good telephone etiquette;
Sound organizational; High level of reliability; Good grooming and presentation;
Interpersonal relations; Computer literacy; Administration; Communication (written
and verbal); Language and ability to communicate well with people at different
levels and from different backgrounds. Ability to work under pressure as well as
the willingness to work irregular hours.

DUTIES: Compile correspondence and other documentation on an on-going basis. Provide
logistical support (e.g travel and accommodation arrangements, claims, etc.)
Manage the diary of the Director and prioritise appointments if necessary. Manage
task follow-ups delegated to Project Manager and other officials. Arrange and
coordinate meetings, workshops, venues, equipment, parking, etc. Operate office
equipment. Records minutes of the meetings where required. Receive telephonic
calls and refer the call to the correct role players. Type documents for the Director
as tasked. Liaise with travel agencies to make travel arrangement. Check the
arrangements when relevant documents are received. Arrange meetings and
events for the Director and staff in the unit. Identifies venues, invites role players,
organise refreshments and sets up schedules for meetings and events. Process
the travel subsistence claims for the unit. Draft routine correspondence and
reports. Do filling of documents for the Director. Administer matters like leave
registers and telephonic account. Receive records and distributes all incoming and
outgoing documents. Handles the procurement of standard items like stationery,
refreshments etc. Collects all relevant documents to enable the Director to prepare
for meeting. Remains abreast with the procedures and processes that apply in the
office of the Director.

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

POST 18/51: CADASTRAL OFFICER (REF NO: 3/2/1/2018/132) (2 POSTS)
Office of the Surveyor General

SALARY: R183 558 per annum (Level 06)
CENTRE: Limpopo (Polokwane)
REQUIREMENTS: A Grade 12/Senior Certificate and Survey/Cadastral Certificate. 2 years training
according to Survey/Cadastral Office’s course requirements including rotation
through divisions. Job related knowledge: Computer literacy; Understanding
spatial data; Functions of Surveyor General Office. Job related skills: Interpersonal
relations; Communication (verbal and written); Computer software. Attention to
detail.

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

POST 18/52: ADMINISTRATION CLERK (REF NO: 3/2/1/2018/133)
Directorate: Property Management

SALARY: R152 862 per annum (Level 05)
CENTRE: Limpopo (Polokwane)

REQUIREMENTS: Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of legislative framework governing the public service. Job related skills: Proven written skills and proficiency in English and at least one other South African language; Good interpersonal relations; Computer literacy; Sound technical skills relating to advertising, branding and corporate image, events management, exhibition management and public interface and system and procedures.

DUTIES: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the assets register of the component (District offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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

POST 18/53: ADMINISTRATION CLERK (REF NO: 3/2/1/2018/134)
Directorate: Operational Management

SALARY: R152 862 per annum (Level 05)
CENTRE: Western Cape (Cape Town)

REQUIREMENTS: Grade 12/Senior Certificate. Job related knowledge: Meeting procedures; Restitution programme; Registry procedures; Records management. Job related skills: Strong administrative and organizing; Computer literacy; Communication (verbal and written); Interpersonal relation; Liaison.

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

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

POST 18/54 : ACCOUNTING CLERK; SALARIES (REF NO: 3/2/1/2018/135)
Directorate: Financial Accounting and Reporting

SALARY : R152 862 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate. Basic knowledge of the following: Financial functions, practices as well as ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the public service financial legislations procedures and Treasury Regulations (PFMA, DORA, PPPFA and Financial Manuals). Knowledge of basic financial operating systems (PERSAL, BAS etc). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication skills (verbal and written); Interpersonal relations; Basic numeracy skills. A valid driver's license (code 08). Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.


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

POST 18/55 : ACCOUNTING CLERK (REF NO: 3/2/1/2018/136)
Directorate: Quality Assurance and Administration

SALARY : R152 862 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Grade 12/Senior Certificate. Job related knowledge: Financial functions as well as the ability to capture data, operate computer and collate financial statistics; Insight of the public service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manuals); Basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Computer literacy (Excel); Good communications (oral and written).


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

POST 18/56 : AUXILIARY SERVICE OFFICER (REF NO: 3/2/1/2018/137)
Office of the Surveyor General

SALARY : R152 862 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Grade 12/Senior Certificate. Job related knowledge: Basic understanding of maps and cadastral documents. Job related skills: Good verbal and written communication; Good interpersonal relations; Computer literacy; Above average attention to detail.
**DUTIES**: Process documents for cadastral requirements. Frame cadastral documents and compilation sheets when required. Maintain cadastral documents daily. Record amendments, withdrawals and production records on a regular basis. Administer cadastral documents. Administer data from internal and external sources for all cadastral requirements. Administer lodged cadastral documents on an ongoing basis. Provide cadastral information to internal and external clients. Provide digital and hard copy data to Land Surveyors when required. Disseminate cadastral information to the public as required. Receive payment for the material and all products accounted for on digital information. Scan cadastral documents. Scan approved and amended cadastral documents as required. Test quality of each scanned document as required. Archive cadastral documents. Archive cadastral documents on an ongoing basis. File new maps, orthophotos maps and aerial photographs immediately after receipt.

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

**POST 18/57**

**PROVISIONING CLERK (REF NO: 3/2/1/2018/138)**

*Directorate: Financial and Supply Chain Management Services*

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

**CENTRE**: Limpopo (Polokwane)

**REQUIREMENTS**: Grade 12/Senior Certificate. Job related knowledge: Supply chain duties as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the public service; Work procedures in terms of the working environment. Job related skills: Planning and organizational; Computer literacy; Communication (written and verbal); Interpersonal relations and flexibility. Team work. Working under pressure. Meeting deadlines.


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

**POST 18/58**

**ACCOUNTING CLERK (REF NO: 3/2/1/2018/139)**

*Directorate: Financial and Supply Chain Management Services*

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

**CENTRE**: Northern Cape (Kimberley)

**REQUIREMENTS**: A Grade 12/Senior Certificate or equivalent with accounting as a subject. Job related knowledge: Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Insight of public service financial legislations procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, and Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organizing; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.

**DUTIES**: Render financial accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g capture payments). Filling of all documents. Collection of cash. Perform salary administration support services: Receive salary advices. Process advices (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders.
Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

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

POST 18/59  :  ADMINISTRATION CLERK (REF NO: 3/2/1/2018/140)
Directorate: Tenure Reform Implementation

SALARY : R152 862 per annum (Level 05)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : A Grade 12/Senior Certificate. Job related knowledge: Clerical duties as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Office administration and document management. Job related skills: Planning and organizing; Communication (written and verbal); Interpersonal relations; Accuracy and diligence; Ability to work under pressure and on tight deadlines; Ability to work individually and as part of a team.

DUTIES : Render general clerical support services. Record organise, store, capture and receive correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery. Keep and maintain the asset register for the component (district offices). Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance and leave register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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

POST 18/60  :  DRIVER/MESSENGER (REF NO: 3/2/1/2018/141)
Chief Directorate: Internal Audit

SALARY : R127 851 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Grade 12/Senior Certificate or an equivalent ABET Qualification and a valid driver’s licence (code 8) with 7 months relevant working experience. Knowledge of the City in which the function will be performed. Job related skills: Good communication and interpersonal relations and basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES : Transport passengers (staff) to various destinations as and when required. Collect and deliver mail from and to offices within the department daily. Deliver and collect documents and packages from and to other departments and outside organisations when required. Deliver and collect office equipment to venues. Collect and deliver all payslips/claims/advances/documents monthly. Any other relevant work allocated from time to time.

NOTE : African, Coloured, Indian and White males and Indian and White females and persons with disabilities are encouraged to apply.
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: 18 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. 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 18/61 : CHIEF DIRECTOR: MARKET RESEARCH AND TREND ANALYSIS REF NO: CCRD/RESEARCH 001

Overview: To provide strategic direction in the management, development coordination and monitoring and implementation of research surveys and trend analysis in Consumer Corporate Regulation Division.

SALARY: All-inclusive remuneration package of R1 127 334 per annum, Level 14

CENTRE: Pretoria

REQUIREMENTS:

Mandatory requirements: An Undergraduate Qualification (NQF 7) in Social Science / Economics/ Management Science. 5 years relevant Senior Managerial experience in Research in private or public sector. B/EB Drivers licence. Key requirements: Experience in Economic analysis and market research, research writing and report analysis, research methodology, market analysis and statistical analysis. Corporate governance: ethics, risk, fraud prevention and control. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of legislative and regulatory framework. Strategic planning skills, people management skills, financial management skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills. Project management and Computer literacy (MS Office packages).

DUTIES: Oversee the development and management of research policies and trends analyses in CCRD: Provide oversight role on the development and management of research policies in CCRD. Provide strategic direction in management of research programs for the Division. Provide guidance in research best practice and provide recommendation. Ensure that impact assessment and benchmarks are conducted in line with the policies and regulations that are produced in CCRD. Manage research trend analysis methodologies and systems. Provide strategic direction for the division and ensure effective research, analyses and knowledge management: Manage and direct the development and implementation strategies, policies, protocol, norms and standards. Put the mechanism in place to monitor and produce trends analysis reports. Provide strategic directions on research on policies that are developed in CCRD. Direct the allocation of resources for programmes deliverables and monitor all aspects. Monitor all research activities within CCRD: Monitor the development of guidelines methods and techniques to
be used when conducting the research. Ensure monitoring of research conducted based on the guidelines. Manage the analyses of the identified gaps for further analyses. Provide executive summary on the recommendation of the research. Ensure effective promotion of knowledge management within the CCRD: Provide access to, and advise on, information to the CCRD. Guide the process of turning tacit and explicit knowledge into institutional knowledge. Ensure effective monitoring and review of knowledge management practice. Monitor effective management on the research conduct: Ensure effective analysis conduct on the sectorial problems as emerged. Manage and analyse the impact of all the programmes of the CCRD on the economy. Conduct a report on the findings thereof. Review and evaluate practices, norms and standards: Continuously review the effectiveness of the research practices, norms and standards. Assess the implementation of the present norms and standards. Put in place the mechanism for corrections. Produce trend analysis report. Chief Directorate Management: Oversee the management of financial resource and assets of the unit. Oversee the staff/personnel. Oversee the strategic planning of the unit and execution of the operational plan.

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 male, White male and Indian male candidates.

OTHER POST

POST 18/62
DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: ODG/SM 006
Overview: To provide guidelines in support of the development of the strategic direction (Policies, strategies, regulations, bills, amendment bills etc.) of the dti that relates to its impact on stakeholders, and in support of the Office of the Director-General’s strategic plan.

SALARY
All-inclusive remuneration package of R779 295 per annum, Level 12

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Provide inputs into the business plan of the Economic Research and Policy Coordination: Provide inputs into aligning ERPC programmes for the financial year based on an overall ODG/the dti strategy as well as the Stakeholder Management Unit own strategic deliverables. Develop and coordinate economic policy dialogues for the dti: Develop, recommend and deliver policy dialogue topics related to the “real economy”. Present and convince ERPC on topic viability and agree on topics. Research and create dialogue briefs and engage keynote speakers on expectations relating to agreed topics. Develop a draft memorandum for DG’s approval. Deliver the Policy Dialogue. Follow up on the “to-do” list as an outcome of the dialogue after the report has been approved. Provide information that may potentially impact on the strategic policy direction of economic policies after engagement with CD and Chief Economist. Initiate research with Research Management Unit into the development of strategic policy issues as a result of outcomes from economic policy dialogues. Develop draft policy development framework and provide support for marketing the framework to the dti: Research and create a policy development framework for the dti. Develop draft presentation
of content of framework for presentation to the dti. Coordinate and provide support for presentation to the dti divisional ExCo’s and organise for the framework to be posted on the dti intranet. Provide support to divisions relating to the implementation of the framework as and when required. Stakeholder Management: Provide support into the coordination of Government Departments participating at the Trade and Industry Chamber (TIC). Coordinate and participate in TIC task team and produce content for secretariat to develop report. Provide support to the Technical Sectoral Liaison Committee (TESELICO) and Fund for Research into Development & Gender Equality (FRIDGE). Coordinate the implementation of the dti actions from the MinMec. Devise through negotiations with Labour and Business the content of all the NEDLAC Trade and Industry Chamber (TIC) documents. Quality assure report content whether is the true reflection of outcomes of negotiations. Establish and maintain partnerships which enhance opportunities for development of the South African economy. Liaise with stakeholders on the provision of inputs timeously to ensure Parliamentary process is adhered to. Draft report on NEDLAC for ERPC tabling at ExBO. Provide support in engagements and stakeholder relations affecting the dti in its external initiatives. Sub-directorate Management: Manage financial resource and assets of the unit. Manage the strategic planning of the unit and execution of the operational plan. Develop and Coordinate the Industry Forum: Deliver Industry Forum session. Compile Industry Forum report. Develop and facilitate action plan. Coordinate implementation of the action plan. Review the TOR for the Industry Forum.

**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 Coloured, Indian and White candidates as well as people with disabilities.
ANNEXURE L

DEPARTMENT OF WATER AND SANITATION

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

Uitkeer / Port Elizabeth Mthatha (Operations Kei): Please forward your application, quoting the post reference number Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Mr S Madyungu

Standerton Area Office, Grootdraai Pump Station: Please forward your applications quoting the relevant reference number to .The Department of Water and Sanitation, Private Bag X 2021, Standerton 2430 or hand deliver at Grootdraai Dam, Admin Building, Room 1. For Attention Ms PN Myeni

NWRI: Central Operation Pretoria /Tugela: Please forward your applications quoting the relevant reference number to Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For Attention: Mr KL Manganyi

Mmabatho: Please forward your application quoting the reference number to The Acting Provincial Head: North West, Department of Water and Sanitation, Private Bag 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: 18 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

POST 18/63: CHIEF DIRECTOR: PROVINCIAL HEAD: LIMPOPO REF NO: 180518/01
(This is a re-advertisement and those who have previously applied are encouraged to re-apply).

SALARY: R1 127 334 per annum (All inclusive package) Level 14

CENTRE: Limpopo Provincial Office

REQUIREMENTS: A Degree in Natural Sciences or Environmental / Agricultural / Engineering / Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or Equivalent will be an added advantage. Eight (8) to ten (10) years experience in Water and Sanitation and related environment of which five (5) years should be on a Senior Management level. Understanding of Water and Sanitation Engineering and river

**DUTIES**: Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDGs, DG, Deputy Minister and Minister. Manage Special Programmes and Institutional Development. Effective Human Resources Management.

**ENQUIRIES**: Mr C Greve Tel No: (012) 336 8402

**APPLICATIONS**: For purposes of response handling, please forward your applications for this post 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.

**OTHER POSTS**

**POST 18/64**: CHIEF ENGINEER (GRADE A AND B) REF NO: 180518/02 (X2 POSTS)

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

**CENTRE**: Pretoria


**DUTIES**: To manage and oversee all aspects of a project. Promote the implementation of a portfolio of mega-projects. Co-ordinate water users, institution and stakeholder input to decision-making on infrastructure projects. Projects manage the technical, environmental, contractual, risk, relationship and financial aspects of in-house development projects. Promote the DWS’s interests in projects implemented by external bodies. Ensure sureties for funding through implementation and supply agreements. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource projects. Ensure the co-ordination and management of contracts with service providers for projects. Ensure the co-ordination of the commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction to the Directorate. Manage Human Resources and the budget of the directorate. Promote transformation. Promote a culture of innovation and performance.

**ENQUIRIES**: Mr S. Arumugam, Tel No: 012 - 336 7027

**POST 18/65**: DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 180518/03

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A National Diploma or Degree in Human Resources or relevant. Three (3) to five (5) years supervisory experience in Human Resource Development. Knowledge and experience in HRD policy implementation and monitoring. Knowledge and

DUTIES:
Manage the implementation of HRD strategy and plan. Co-ordinate the development of the Annual HRD implementation plan. The facilitation of the review of the HRD strategy. Development and implementation of workplace Skills Plans (WSP). To co-ordinate the establishment, training and effective functioning of Skills Development Committees (SDC). To ensure the implementation of Adult Basic Education and Training (ABET). Development and implementation of bursary scheme policy. To ensure the implementation of the Bursary Scheme.

ENQUIRIES:
Ms. M Moagi, Tel No: (012) 336 7447

POST 18/66:
DEPUTY DIRECTOR: BUDGET CONTROL: REF NO: 180518/04

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

CENTRE:
Pretoria

REQUIREMENTS:
A National Diploma or Degree in a Financial related qualification. Appropriate experience in financial management with considerable experience of at least three (3) – five (5) years in a Management Accounting environment at junior management level i.e. Assistant Director level. Extensive knowledge of government budget process, financial systems (BAS, Persal and Logis) Computer Literacy such as MS Word, Excel, Power point. Highly familiar with governance regulations (PFMA and Treasury Regulations) Possess organisational, analytical, verbal and written, problem finding, communicating and time management skills, with attention to detail and high level of accuracy . Ability to develop strategic plans. The person/s should be able to work independently and in a team, under extreme pressure in a demanding environment .The candidate should possess the following qualities: resolve problems, have a sense of responsibility, initiative, creative, demonstrate good work ethics and service orientated towards Batho Pele principles.

DUTIES:
Monitoring of expenditure to ensure alignment with approved budget and cash flow projections/expenditure control. Ensure compliance with PFMA and Treasury Regulations. Assist programme/budget managers in compiling and co-ordinating MTE, ENE Adjustment Estimates of National Expenditure, Unforeseeable and unavoidable expenditure, Rollover of funds. Prepare database of budget inputs acquired by the programme/budget managers in accordance with National Treasury prescriptions. Prepare a monthly expenditure reports to programme managers. Resolve all budget related audit queries. Provide advice to programme/budget managers in respect of all budgeting related matters.

ENQUIRIES:
Mr J Mogane, Tel No: 012 336 8541

POST 18/67:
CHIEF DEVELOPMENT EXPERT REF NO: 180518/05

SALARY:
R417 552 per annum (Level 10)

CENTRE:
Mmabatho

REQUIREMENTS:

**DUTIES**
Advocate communication of activities of water sector through existing sector partners. Develop and conceptualise 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. Management of Human Resources.

**ENQUIRIES**
L Bogopa Tel No: 018 387 9500

**POST 18/68**
SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 180518/06 (X4 POSTS)
Directorate: Asset Management (WTE)

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

**CENTRE**
Pretoria

**REQUIREMENTS**
National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management qualification. Three (3) to (5) five years experience in SCM administration environment. Knowledge and experience in procurement administrative procedures. Knowledge and understanding of financial legislation. Knowledge and experience of BAS, SAP and GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge and understanding of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge management, problem solving and analysis. People and diversity management. Good client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

**DUTIES**
Render demand and acquisition support. Provide effective provisioning of logistical support services. Administer the provision of tender services and contract management. Manage asset disposal. Administer the payment process for the goods and services acquired.

**ENQUIRIES**
Mr T Nevhutalu, Tel No: 012 336 8193

**POST 18/69**
RISK PRACTITIONER REF NO: 180518/07 (X4 POSTS)
Risk Management

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

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Assist in the identifications and prioritising of risks. Conduct risk assessments. Assist in the compilation of risk mitigation plans. Assist in the collation of risk management information. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees.

**ENQUIRIES**
Mr GS Naidoo, Tel No: (012) 336 8759
POST 18/70 : PERSONAL ASSISTANT REF NO: 180518/08
CD: Supply Chain Management-WTE

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria

DUTIES : Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.

ENQUIRIES : Ms GV Mkhabela: Tel No: 012 336 8880

POST 18/71 : SUPPLY CHAIN PRACTITIONER REF NO: 180518/09 (4 POSTS)
Directorate: Finance WTE

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria

DUTIES : Compile a procurement / demand plan. Administer goods receipts and goods issues. Provide logistical support services. Conduct inventory checks. Provide tender administration services. The provision of assets management.

ENQUIRIES : Mr TM Nevhutalu, Tel No: 012 336 8193

POST 18/72 : ACCOUNTING CLERK REF NO: 180518/10
Directorate: Financial Management

SALARY : R152 862 per annum (Level 05)
CENTRE : Pretoria

DUTIES : Receive invoices. Perform salary administration support services. Perform Bookkeeping support services.
ENQUIRIES : Mr ME Lidzade, Tel No: 012 336 7327

POST 18/73 : SENIOR HUMAN RESOURCE OFFICER REF NO: 180518/11
Branch: NWRI Central Operation

SALARY : R152 862 per annum (Level 05)

CENTRE : Central Operation Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent. Knowledge and experience of human resource functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Working knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of work procedures in terms of working environment. Flexibility. Team work. Basic knowledge of problem solving and Analysis.

DUTIES : Implement human resource administration practices. Address human resource administration. Provide HR registry services.

ENQUIRIES : Mr M Nzama, Tel No: 012 741 7340

POST 18/74 : ADMINISTRATION CLERK REF NO: 180518/12

SALARY : R152 862 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Training on SAP will be added advantage.

DUTIES : Packing and Unpacking of stock in the warehouse. Physical receipt and issuing of stock items, Updating Bin Cards, Safe keeping of Stock, Conduct regular spot checks in the store. Keep proper filing of records, Handle enquiries. Will be required from time to time to perform adhoc duties (e.g. processing of key accounts receipts on SAP for payments).

ENQUIRIES : Mr S Cakwe: Tel No: (012 336 6827)

POST 18/75 : ADMINISTRATION CLERK REF NO: 180518/13
Branch: NWRI Southern Operation

SALARY : R152 862 per annum (Level 05)

CENTRE : Port Elizabeth

REQUIREMENTS : A Grade 12 certificate or equivalent. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

DUTIES : Provides a secretarial receptionist support service to the manager. Provide a clerical support service to the manager. 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 manager.

ENQUIRIES : Ms Goboza: Tel No: 041 508 9701
POST 18/76  : DRIVER/MESSENGER REF NO: 180518/14

SALARY  : R127 851 per annum (Level 04)
CENTRE  : Pretoria
REQUIREMENTS  : A grade 12. A valid Driver License (Certified copy must be attached). One (1) to three (3) years experience in drive/messenger services. Sound knowledge in messenger services. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files and documents to various locations. Check and record outgoing files. Place correspondence on the files.

ENQUIRIES : Mr I Govender Tel No: 012 336 7683

POST 18/77  : GENERAL WORKER (STORES ASSISTANT) REF NO: 180518/15

NWRI: Central Operations

SALARY  : R90 234 per annum (Level 02)
CENTRE  : Standerton

DUTIES : Ensure that stock and material are received and issued in the stores. Received and distribute non stores goods to correct components or officials. Ensure that stocks control and economic levels are maintained. Arrange logistics of materials to sites which are purchased by various components. Updating of materials on the stock collating material requisition.

ENQUIRIES : MS PN Myeni, Tel No: 017 712 9400

POST 18/78  : GENERAL WORKER REF NO: 180518/16

Branch: Central Operations
Directorate: Rietfontein Pump Station

SALARY  : R90 234 per annum (Level 02)
CENTRE  : Standerton

DUTIES : Perform general assistant work. Load and off load furniture, equipments and any other goods to relevant destination. Clean government vehicle. Clean relevant workstation.

ENQUIRIES : Ms DJ Mbokazi, Tel No: 017 712 9340
POST 18/79 : CLEANER REF NO: 180518/17
Branch: NWRI Central Operation
Directorate: Slang River-Zaaihoek Pump Station

SALARY : R90 234 per annum (Level 02)
CENTRE : Standerton

DUTIES : Cleans above the floor surfaces according to surfaces type and best cleaning principle. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practices. Cleaning ablution facilities toilets, urinals, baths, showers and basin, fixtures and fittings according to surface type and best cleaning practices. Cleans Kitchens, kitchens items and surface systematically in accordance with the surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type, cleaning specification, worksite procedures and basic cleaning principles.

ENQUIRIES : DJ Mbokazi, Tel No: 017 712 9340

POST 18/80 : GENERAL WORKER REF NO: 180518/18
Branch: NWRI: Southern Operation
Sub-Directorate: Operations KEI

SALARY : R90 234 per annum (Level 02)
CENTRE : Mthatha (Operations Kei)
REQUIREMENTS : ABET Certificate. One (1) to Two (2) years’ experience will be an added advantage. In performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization and water resource strategy. Knowledge of Health and Safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near a place of work. Must be able to work in or near rivers and dams.

DUTIES : Clean and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools. Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and tree using hand automic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floors and cleaning windows.

ENQUIRIES : Mr Boyce, Tel No: 047 532 8009

POST 18/81 : GENERAL WORKER REF NO: 180518/19
Branch NWRI Southern Operation

SALARY : R90 234 per annum (Level 02)
CENTRE : Uitkeer (Lower Fish/Sundays)
REQUIREMENTS : ABET qualifications. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix) chemical product knowledge. Understanding of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in
supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Good understanding of garden maintenance and planting practices. Basic understanding of government legislation.

**DUTIES**: Clean and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools. Mix spray or spread fertiliser, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES**: Mr Eksteen: Tel No: (042 243 6137)

**POST 18/82**: GENERAL WORKER REF NO: 180518/20
Directorate: Southern Operations

**SALARY**: R90 234 per annum (Level 02)

**CENTRE**: Mthatha (Operations: Mzimvubu)

**REQUIREMENTS**: ABET qualifications. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of general work in handling equipments and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resources strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place to work. Must be able to work in or near rivers and dams.

**DUTIES**: Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizer using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floor and cleaning windows.

**ENQUIRIES**: Mr J Viljoen, Tel No: 041 508 9703

**POST 18/83**: GENERAL WORKER REF NO: 180518/21 (X2 POSTS)
Directorate: Southern Operations

**SALARY**: R90 234 per annum (Level 02)

**CENTRE**: Uitkeer (Civil Maintenance)

**REQUIREMENTS**: ABET qualification. One (1) to Two (2) years experience in performing manual work will be added advantage. Knowledge of general work in handling equipments and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resources strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place to work. Must be able to work in or near rivers and dams.

**DUTIES**: Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizer using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features.
Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings by sweeping, washing floor and cleaning windows.

ENQUIRIES : Mr AS. Hattingh, Tel No: 042 243 1172
ANNEXURE M

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Applications can be forwarded to the following District: Provincial Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Ms Z. Moyeni or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.

Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to Ms L. Gawula at 039 – 2540900.

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626.

Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 808-3709.

Joe Gqgabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, IbhayiBuilding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.

Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown. Enquiries may be directed to Ms P. Kewuti at 046 636-1484.

O.R. Tambo: The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Siqcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944.

CLOSING DATE: 18 May 2018

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where
applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

MANAGEMENT ECHelon

POST 18/84 : DEPUTY DIRECTOR GENERAL: DEVELOPMENTAL SOCIAL SERVICES (REF NO: DSD 01/05/2018)

SALARY : R1 370 973 per annum (Level 15)
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus a B. Degree in Social Sciences or Development Studies or equivalent qualification, a postgraduate qualification in Developmental Studies or MBA will be an added advantage. A minimum of 5 years’ experience at Chief Director Level preferably in the Social Sector environment. A valid South African driver’s license is a prerequisite. Competencies: Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local, civil society and other stakeholders. Knowledge of current international trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building a self-reliant society. Knowledge and understanding of the Public Service Act and regulations, the PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate.

DUTIES : Be responsible for the four core functions of the Department, i.e. Social Welfare Services, Children and Families, Restorative Services, Development & Research and be responsible for District Development. Manage service delivery in the Department’s key focal areas of social welfare services and community development. Facilitate and fast track implementation of integrated service delivery model of the social sector. Provide strategic direction and leadership to ensure implementation of key policies and programmes, in alignment with national and provincial policy directives. Manage the development of partnerships with civil society and the private sector, with special focus on transformation of the sector. Manage the Department’s international relations.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/85 : CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND DEVELOPMENT (REF NO: DSD 02/05/2018)

SALARY : R1 127 334 per annum (Level 14)
CENTRE : Head Office

DUTIES : Coordinate and develop strategic plan and annual performance plans in line with the Departmental strategic objectives. Develop, implement and maintain monitoring and evaluation tools and systems including compilation of performance information reports. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Monitor and track performance against strategic plans and set targets. Develop Service Delivery Improvement Plan and monitor and evaluate the implementation thereof.
Direct and manage resources within the area of responsibility. Oversee performance of Communication Directorate. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Manage and coordinate stakeholder input processes into the departmental planning regime. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/86 : DIRECTOR: ORGANIZATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT (REF NO: DSD 04/05/2018)

SALARY : R948 174 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus a B. Degree in Human Resources Management/ Public Administration and a Post Graduate Qualification in Organisational Development is added advantage with 10 years’ experience in the Organisational Development and Work-study field of which 5 years’ experience is at Management Level. A valid South African driver’s license is a prerequisite.
DUTIES : Organizational Development, change management and organisational transformation; Conduct Organizational development investigations and implement change management interventions; Job evaluation and design; Ensure implementation, evaluation and monitoring of the Performance Management and Development Systems; Business Process Re-Engineering; Assessment of competencies in line with the Department’s strategic plan; Experience in mapping of document processes and in consulting and facilitation of management of change in OD. Experience in organizational methodology alignment and enhancement. Efficient management of the Directorate, including the effective utilization of staff, the maintenance of discipline, promotion of sound labour relations and proper use of state property.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/87 : DIRECTOR: STRATEGIC PLANNING (REF NO: DSD 05/05/2018)

SALARY : R948 174 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus a B. Degree in Public Administration, Social Science or Communication or equivalent qualification. 10 years relevant experience of which five years must be at middle management level in the relevant field. Knowledge and understanding of the constitutional mandate of Department. Knowledge and experience in strategic management and organisational development. A valid South African driver’s license is a prerequisite. Competencies: Knowledge of government, Planning, Monitoring and Evaluation framework. Programme and Project Management, financial management, change management and transformation. Knowledge of management and service delivery innovation. People management and empowerment. Excellent knowledge of interpreting concepts into operational activities. In depth knowledge, understanding and application of PFMA. Excellent business communication skills. Networking skills. Report writing skills. Strategic planning. Policy formulation skills. Planning and organizing skills. Excellent presentation and facilitation skills. Good analytical and interpersonal skills. Conceptualizing and coordination skills. Planning and organizing skills. Excellent presentation and facilitation skills. Ability to relate at all levels within the organization. Excellent analytical, interpretive and logic thinking, planning and decision making abilities. Advanced leadership skills. Problem solving skills.

**ENQUIRIES**

Enquiries may be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/88**  
**DIRECTOR: MONITORING AND EVALUATION (REF NO: DSD 06/05/2018)**

- **SALARY**: R948 174 per annum (Level 13)
- **CENTRE**: Head Office

**COMPETENCIES**:
- Strategy development knowledge and skills
- Quality assurance principles knowledge and skills
- Communication skills (both verbal and written)
- Conflict management skills
- Risk management, research skills
- Contract management
- Public sector governance knowledge
- Project management skills
- Computer Literacy

**DUTIES**

The successful candidate will be responsible for the following key functions:
- Developing frameworks and guidelines on monitoring and evaluation matters
- Coordination of the reporting, drafting of Annual Report for the Department
- Coordinate performance monitoring and reporting requirements for the Department
- Monitor the implementation of the strategic and Annual performance Plans for the Department
- Coordinate annual review of the Departmental initiatives
- Develop and maintain an organisational performance management system for the Department
- Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans.

**ENQUIRIES**

Enquiries may be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**OTHER POSTS**

**POST 18/89**  
**MANAGER COMMUNITY DEVELOPMENT GR1 (REF NO: DSD 14/05/2018)**

- **SALARY**: R712 827 per annum
- **CENTRE**: Head Office
- **REQUIREMENTS**: Standard 10/ Grade 12 plus a B Degree in Social Science or Community Development. A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification. A valid South African driver’s license is a prerequisite.

**COMPETENCIES**:
- Must understand, be able to apply and advice on principles applied in community work
- Must be able to influence individuals and groups to achieve a specific objective
- Must be able to generate ideas and innovative approaches in order to contribute solutions to problems
- Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds
- Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms
- Must be able to identify, define problems and develop solutions
- Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs

The successful candidate will be responsible for the following key functions:
- Developing frameworks and guidelines on monitoring and evaluation matters
- Coordination of the reporting, drafting of Annual Report for the Department
- Coordinate performance monitoring and reporting requirements for the Department
- Monitor the implementation of the strategic and Annual performance Plans for the Department
- Coordinate annual review of the Departmental initiatives
- Develop and maintain an organisational performance management system for the Department
- Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans.
time, within cost and at the required quality level. Must keep up to date with new developments in the community development and management fields to enhance service delivery.

**DUTIES**

Must be able to manage the identification, facilitation and implementation of integrated development interventions/programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate. Must be able to interpret; advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements. Must be able to undertake/facilitate complex community development research.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/90**

DEPUTY DIRECTOR: MEDIA LIAISON AND PUBLIC RELATIONS (REF NO: DSD 07/05/2018)

**SALARY**

R657 558 per annum (Level 11)

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree/National Diploma in Journalism/Public Relations/ Communication. Minimum of 5 years’ experience in the relevant field of which 3 years working experience at an Assistant Director level. A valid South African driver’s license is a prerequisite. Competencies: Knowledge of the Public Service Regulatory Framework, Communications tools and techniques. Knowledge and understanding of South African media and best practices, publicity management processes and practices, departmental Legislation and prescripts. Willingness to travel is essential.

**DUTIES**

Develop proactive media plans that are aligned to the Departments integrated communications strategy. Build and maintain strong relationships with the media so that a consistent positive exposure of ECDS is provided in the media. Managing departmental external communications, media and public relations. Advising the Department on media related matters Co-ordination of media liaison and public relations functions which include regular media and stakeholder engagement sessions. Management of content development. Content research and writing of speeches. Writing and issuing of media releases/statements. Editing of departmental publications. Media monitoring and analysis. Ensure the effective utilisation of technology and technology infrastructure within the functional unit. Manage Human Resources administration requirements within the unit.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/91**

DEPUTY DIRECTOR: CUSTOMER CARE (REF NO: DSD 08/05/2018)

**SALARY**

R657 558 per annum (Level 11)

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree/National Diploma in Business/Public Administration/ Communication/ Public Relations/ Journalism. Minimum of 5 years’ experience of 3 years working experience at an Assistant Director level. A valid South African driver’s license is a prerequisite. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of departmental Legislation and prescripts. Willingness to travel is essential.

**DUTIES**

Development and management of the customer care strategy to enhance service delivery in the Department. Monitoring of the implementation of the Customer Care Policy. Monitor and evaluate implementation of service standards. Monitor and evaluate the implementation of Batho Pele principles. Render advisory services to the management i.r.o reported cases/ complaints. Coordinate and monitor the functioning of the helpdesk and 24 hour call center services. Advise management on emerging issues impacting on client satisfaction index. Carry out service delivery inspections at all departmental offices for ensuring compliance to set standards. Facilitate, coordinate and monitor the implementation of the service delivery charter in the Department.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<table>
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<tr>
<th>POST 18/92</th>
<th>DEPUTY DIRECTOR: RECRUITMENT &amp; STAFF PROVISIONING (REF NO: DSD 09/05/2018)</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R657 558 per annum (Level 11)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Manage human resource provisioning services. Manage processes for advertising of positions, recruitment, selection and filling of positions. Ensure validation of qualifications. Manage assumption of duties. Manage issuing of letters of appointment contracts. Manage probation processes and confirmation of appointments. Manage personnel utilization and mobility through transfers, translations in rank, promotions and secondments. Maintain high standards by ensuring that the team/ section produce excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide necessary guidance and development opportunities.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.</td>
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<tr>
<th>POST 18/93</th>
<th>SOCIAL WORK MANAGER: NPO GR1 (REF NO: DSD 10/05/2018)</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R657 558 per annum (Level 11)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Standard 10/ Grade 12 plus a B Degree in Social Science/ Social Work plus valid registration with the relevant professional body (latest copy of registration/current year). A minimum of 10 years appropriate experience in social work after registration as social worker with SACSSP. Experience in the coordination of NPO funding processes. Knowledge and experience of programme norms and standards. Knowledge of applicable policies and legislation. Ability to engage with stakeholders. Knowledge of PFMA, PFA and NPO Act. Knowledge of the Social Sector will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Ability to engage with stakeholders. Strong understanding of and practical experience in working with the NPO Sector. Knowledge of project management. Interpersonal communication (both verbal and written) skills. Problem solving skills. Ability and competence to assist and empower individuals; groups and organisations and communicate to enhance their social functions, their problem solving capabilities, and their efficient and effective use of resources in cases where expert knowledge is required.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Facilitate finalisation of the NPO funding policy model and guideline. Facilitate development of Provincial Programme Funding model in line with legislation, norms and standards for all funded programmes. Provide guidance and support to Districts on the implementation of the transfer management process. Monitor implementation of the Social Development Funding Policy. Facilitate development, review and vetting of Service Level Agreements. Maintain and strengthen relations with stakeholders.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.</td>
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<tr>
<th>POST 18/94</th>
<th>DEPUTY DIRECTOR: BOOKKEEPING (REF NO: DSD 11/05/2018)</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R657 558 per annum (Level 11)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office</td>
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**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance Accounting/Financial Management /Auditing/ or equivalent qualification, with ten years working experience in Finance of which three years must be at an Assistant Manager level in Accounting Services. A valid South African driver's license is a prerequisite. Competencies: Excellent project management and stakeholder management capability, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical, interpersonal, and both written and verbal communication skills; and problem solving skills. A clear understanding of the public sector legislative (PFMA and related Regulations, and, GRAP), ability to work under pressure and to meet deadlines.

**DUTIES**

Management of suspense accounts, Compilation of accurate interim and Annual Financial Statement, Ensure accurate recording of transaction, Safeguarding of source documents, Ensure compliance with circular 1 of 2013, manage the collection and submission of information requested by the office of the Auditor General, liaising with various units within the department in ensuring compliance with the requirements of the PFMA and other prescripts, Development and the coordination of the audit improvement, and management of staff.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

**POST 18/95**

**DEPUTY DIRECTOR: GENERAL PAYMENTS (REF NO: DSD 12/05/2018)**

**SALARY**

R657 558 per annum (Level 11)

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B Degree/ National Diploma in Commerce/Financial Management /Auditing/ or equivalent qualification, with ten years working experience in Payments/ Internal Control and Pre –Audit and 3 years as an Assistant Manager at General Payments /Internal Control and Pre –Audit. A valid South African driver's license is a prerequisite. Competencies: Excellent project management and stakeholder management capability, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical, interpersonal, and both written and verbal communication skills; and problem solving skills. A clear understanding of the public sector legislative (PFMA and related Regulations, and, GRAP), ability to work under pressure and to meet deadlines.

**DUTIES**


**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

**POST 18/96**

**PSYCHOLOGIST GR1 (REF NO: DSD 03/05/2018)**

**SALARY**

R633 702 per annum

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a degree in Clinical Psychology. Registration with HPCSA as a practicing Psychologist. Computer literacy. Experience in networks of substance abuse and prevention strategies as well as knowledge and experience in substance abuse related matters. A valid South African driver’s license is a prerequisite. Competencies: Knowledge of diagnostic and therapeutic procedures and manuals, and human behaviour (both normal and abnormal). Knowledge of administration and psychometric tests, ethical codes of conduct and relevant legislation. Good communication, report-writing, facilitation and interpersonal skills. Psychometric and therapeutic skills.
**DUTIES**: Assess client needs, abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Work as part of a multidisciplinary team alongside doctors, nurses, social workers, education professionals and occupational therapists. Devise and monitor appropriate programmes of treatment, including therapy, counselling or advice, in collaboration with colleagues. Offer therapy and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour. Develop and evaluate service provision for clients.

**ENQUIRIES**: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

**POST 18/97**: SOCIAL WORK SUPERVISOR GR 1 (2 POSTS)

**SALARY**: R341 322 per annum

**CENTRE**: (Ref No: DSD 17/05/2018) OR Tambo: Qumbu Area Office (1 Post)
(Ref No: 18/05/2018) Joe Gqabi: Elundini Local Service Office (1 Post)

**REQUIREMENTS**: Standard 10/ Grade 12 plus a B. Degree in Social Work, plus a minimum of 7 years’ appropriate experience in social work after registration as a Social Worker with SACCSSP (latest copy of registration/current year). A valid South African driver’s license is a prerequisite. Computer literacy and excellent report-writing skills. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

**DUTIES**: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

**POST 18/98**: ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: DSD 13/05/2018)

**SALARY**: R334 545 – R404 121 per annum (Level 09)

**CENTRE**: Head Office

**REQUIREMENTS**: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Internal Auditing with a minimum of 5 years as an Internal Auditor of 3 years must be at a supervisory level in an Internal Audit. Post graduate qualification will be added advantage Possession of either one or more professional certificates: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. Computer Literacy, Knowledge of Teammate System. Competencies: Knowledge of International Standards for the Professional Practice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A valid South African driver’s license is a prerequisite.

**DUTIES**: Assist in developing and implementing Internal Audit strategic and Operational Plans, Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Audit Approved Plan, Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing, Perform Follow up Audits to determine whether all agreed action plans have been
implemented, Conduce ad hoc audits as requested, Assist in managing Audit Committee Logistics, Assist in managing Internal Audit Administration, Assist in developing and implementing.

ENQUIRIES:
can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 18/99:
**ASSISTANT DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD (REF NO: DSD15/05/2018)**

**SALARY**:
R334 545 per annum (Level 09)

**CENTRE**:
Head Office

**REQUIREMENTS**:
Standard 10/ Grade 12 plus a B Degree or National Diploma in Public Administration. A minimum of 5 years' experience of which 3 years' must be at a supervisory level. Competencies: Knowledge: PSR, PFMA, Treasury Regulations, knowledge of the administrative functioning and understanding of the Public Service Structure. Skills: Organizing, Planning, Problem solving, Analytical, Computer literacy, Time management, Minute taking, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Supervisory, Policy analysis and development.

**DUTIES**:
To ensure financial support to the HOD; request and analyse monthly reports, update and maintain detailed commitment register; provide, compile and submit budget for the office of the HOD and render advice and guidance within the component on financial matters. Ensure provision of administrative support services to the Office of the HOD; coordinate meetings, conferences and seminars and ensure logistical arrangements. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Provide executive secretariat duties to meetings (DMCO, MANCO and EXCO). Ensure the effective and efficient management of staff; liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries.

ENQUIRIES:
can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 18/100:
**ASSISTANT DIRECTOR: NPO (REF NO: DSD 16/05/2018)**

**SALARY**:
R334 545 per annum (Level 09)

**CENTRE**:
Head Office

**REQUIREMENTS**:
Standard 10/ Grade 12 plus a B Degree or National Diploma in Monitoring & Evaluation/ Public Administration/ Project Management/ Community Development/ Social Science or equivalent qualification. A minimum of five years' experience in Social Development environment and at least three years’ experience of working with Non-Profit Organizations (NPO’s). Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Providers (PFA), PFMA and Government Procurement Policies. OR Grade 12/equivalent qualification with ten (10) years' relevant experience of which three (3) years must be at supervisory level. A valid code 8 driver’s license. Computer literacy. Competencies: Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Comprehensive understanding of the Service delivery Programs (Core) of the Department. Understanding of M& E function. Knowledgeable about Project Management Principles. Ability to work as a team. Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Provider (PFA), PFMA and Government Procurement Policies. Data collection, collation, analysis, presentation and report writing.

**DUTIES**:
Assist in the analysis of monitoring reports from District offices and provide guidance and support. Assist in the Monitoring of adherence to SLA and related legislation. Produce Analytical Monitoring Reports. Monitor operational performance in line with financial investment. Monitor and analyse.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/101: COMMUNITY DEVELOPMENT SUPERVISOR GR 1

SALARY: R323 178 per annum

CENTRE: (Ref No: DSD 19/05/2018) Sarah Baartman: Ndlambe Local Service Office (1 Post)
(Ref No: DSD 20/05/2018) Nelson Mandela Metro: District Office (1 Post)

REQUIREMENTS: A Degree in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years’ recognisable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid Code 08 (EB) driver’s licence. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

DUTIES: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/102: SOCIAL WORKERS GR1 (6 POSTS)

SALARY: R226 686 per annum

CENTRE: (Ref No: DSD 21/05/2018) Amathole: Fort Beaufort Local Service Office (1 Post)
(Ref No: 22/05/2018) Idutywa Local Service Office (1 Post)
(Ref No: 23/05/2018) Stutterheim Local Service Office (1 Post)
(Ref No: 24/05/2018) Chris Hani: Inxuba Yethemba Local Service Office (1 Post)
(Ref No: DSD 25/05/2018) OR Tambo: Mqanduli Local Service Office (1 Post)
(Ref No: DSD26/05/2018) Sarah Baartman: Makana Local Service Office (1 Post)

REQUIREMENTS: Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker (latest copy of registration/current year). A valid South African driver’s license is a prerequisite. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

**ENQUIRIES**

Enquiries can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/103**

SOCIAL WORKER GR1 (PROBATION SERVICES) (REF NO: DSD 27/05/2018)

**SALARY**

R226 686 per annum

**CENTRE**

Chris Hani: Emalahleni Local Service Office

**REQUIREMENTS**


**DUTIES**

Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behaviour and helping offenders to realize the impact of their behaviour on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care, support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.

**ENQUIRIES**

Enquiries can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/104**

STATE ACCOUNTANT: BOOKKEEPING (REF NO: DSD 28/05/2018)

**SALARY**

R226 611 per annum (Level 07)

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus a B.Degree/National Diploma in B. Com with Financial Accounting, 2 years relevant experience as one of the majors or, OR Matric with ten years relevant experience at Financial Accounting Services. Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Advanced knowledge of MS, Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines.

**DUTIES**

To maintain and perform reconciliation of ledger accounts. To clear suspense accounts and reports to the Assistant Director on unclear suspense accounts monthly. Effectively and efficiently manage interdepartmental claims. To perform month and year end closure. Assist in compilation of Pro-forma and Annual Financial Statements. To ensure that information on AFS is supported by accurate supporting documentation. To ensure that the Department complies with the requirements of Circular 1 of 2009 and submission thereof as prescribed by Provincial Treasury. Collection and submission of information requested by Auditor General. Daily interact with payment and salary administration sub – directorate in respect in respect of rejections in the bank account.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/105: ADMIN OFFICER (REF NO: DSD 39/05/2018)

SALARY: R226 611 per annum (Level 07)
CENTRE: Chris Hani: Emalahleni Local Service Office (1 Post)

DUTIES: Request BAS and LOGIS reports for the reconciliation purposes. Control asset movements, additions and maintenance of asset manual and on LOGIS. Conduct physical verification and stocktaking of assets within the region. Report losses, make balance adjustments and correct differences/misallocations, through journals. Ensure compliance with the asset & inventory management policy and treasury regulations. Marking, serialising and bar-coding of all assets with unique numbers within the department. Maintain departmental asset register on LOGIS. Report all lost control aspects of physical assets. Reporting of losses and disclosure of financials on the financial statement. Perform monthly counting of inventory. Control and maintain bin card system and update relevant records accordingly. Creating and preparing of orders using Logis system. Processing, posting and recording of day to day activities and transactions on logis. Receiving of new vehicle and update Asset register with all the vehicle information in order to have an updated vehicle database. Assist drivers with completing vehicle accident forms. Administer and arrange with merchants and call center vehicle maintenance (vehicle services, licensing, and minor repairs) Distribution of traffic fines, visit panel beating workshop to check progress on vehicle that were booked in. Conduct vehicle audits. Issue trip authority using the TRM System. Capture fuel slips for reconciliation of fuel used on monthly basis. Arrange driver’s competency testing for departmental officials. Assist officials with subsidy applications. Capture Scheme A travelling and S&T claims on the system as well as assist officials when they need help with their travelling claims (Scheme B). Check record and process log returns and ensure that proper filing is done. Supervise junior officials. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash. can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/106: ADMIN OFFICER: INVENTORY (REF NO: DSD 40/05/2018)

SALARY: R226 611 per annum (Level 07)
CENTRE: Provincial Office (1)
REQUIREMENTS: Standard 10/ Grade 12 plus a B.Degree/National Diploma in Finance/Auditing/Logistics/Public Management or equivalent qualification plus 2 years’ experience in Supply Management or Financial Management environment OR Grade 12 with minimum of 5 years working experience in Inventory/Asset Management. Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Proven knowledge of SDIMS/Logis.

DUTIES: Perform and submit departmental monthly, quarterly and annual inventory reconciliation through BAS report. Perform and consolidate Quarterly and annual stock-count for the Provincial office and Districts. Submission of Quarterly and annual inventory reports for compilation of Departmental Financial statements. Ensure that all inventory misallocation correction journals are compiled and captured. Ensure that bin cards are maintained and ensure that all items are...
captured according to the purchases made. Stock level maintenance according to the departmental Inventory Policy. Ensure filing for all inventory related documents can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

ENQUIRIES : 
POST 18/107 : COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (7 POSTS)

SALARY : 
CENTRE : (Ref No: DSD 29/05/2018) Chris Hani: Emalahleni Local Service Office (1 Post)  
(Ref No: DSD 30/05/2018) Inxuba Yethemba Local Service Office (1 Post)  
(Ref No: DSD 31/05/2018) Lukhanji Local Service Office (1 Post)  
(Ref No: DSD 32/05/2018) Enoch Mgijima (Molteno) Local Service Office (1 Post)  
(Ref No: DSD 33/05/2018) Inxuba Yethemba (Molteno) Local Service Office (1 Post)  
(Ref No: DSD 34/05/2018) Alfred Nzo: Mt Frere Local Service Office (1 Post)  
(Ref No: DSD 35/05/2018) Nelson Mandela Metro: Motherwell (1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver’s license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

DUTIES : Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

POST 18/108 : CHILD AND YOUTH CARE SUPERVISOR GR 1(REF NO: DSD 46/05/2018)

SALARY : 
CENTRE : Nelson Mandela Metro: Erica Place of Safety (1)  


DUTIES : Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
POST 18/109 : ACCOUNTING CLERK (REF NO: DSD 38/05/2018)

SALARY : R152 862 per annum (Level 05)
CENTRE : Alfred Nzo: Matatiele Local Service Office (1)
REQUIREMENTS : A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year's relevant working experience. Computer literacy.
DUTIES : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/110 : REGISTRY CLERK: (REF NO: 41/05/2018)

SALARY : R152 862 per annum (Level 05)
CENTRE : Head Office (1)
REQUIREMENTS : Grade 12/ Matric or equivalent qualification. Successful completion of records management course. 3 years' experience in records management. Computer Literacy. Competencies: Good communication and interpersonal skills. Knowledge of Provincial Archives Act. Knowledge of Batho Pele Principles. Practical knowledge of disposal of records.
DUTIES : Provide day to day registry services at Head Office. Ensure that the annual payment of private bag rental from the Post Office including Districts where there is no budget is paid. Procurement of goods and services. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence. Custody and safekeeping of register files Opened, Destruction register and register of Authorities. Ensure that all records in the Main Registries are stored in suitable lockable filing equipment. Render effective filing and record management services. Ensure the operation of the office machines in relation to the registry function.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/111 : SOCIAL AUXILIARY WORKER GR 1 (REF NO: DSD 37/05/2018)

SALARY : R130 434 per annum
CENTRE : Amathole: Butterworth Local Service Office (1)
REQUIREMENTS : Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
DUTIES : Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young persons placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/5101/5110.

POST 18/112 : DRIVER (3 POSTS)

SALARY : R127 851 per annum (Level 04)
CENTRE : (Ref No: DSD 42/05/2018) Buffalo City Metro: Silver Crown Old Age (1 Post)
(Ref No: DSD 43/05/2018) Joe Gqabi: District Office (1 Post)
(Ref No: DSD 44/05/2018) Nelson Mandela Metro: Enkuselweni CYCC (1 Post)
**REQUIREMENTS**

Grade 10/ equivalent qualifications. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

**DUTIES**

Provide driving services for the Centre. Be responsible for transportation of goods/mail to and from the Centre to the Post Office or wherever it is required. Be responsible for delivery and collection of goods. Take care of Government Vehicles in all respect, i.e. cleanliness, servicing, safety, logging and trip authorities.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/113**

ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1

(REF NO: DSD 36/05/2018)

**SALARY**

R124 047 per annum

**CENTRE**

Amathole: Centane Local Service Office (1)

**REQUIREMENTS**

Standard 10/ Grade 12. Preference will be given to NYS participants within Department of Social Development. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage. Planning and organising skills.

**DUTIES**

Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/114**

CHILD AND YOUTH CARE WORKER GR 1

(REF NO: DSD 47/05/2018)

**SALARY**

R124 047 per annum

**CENTRE**

Buffalo City Metro: Bisho Youth Centre (1)

**REQUIREMENTS**


**DUTIES**

Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job.

**ENQUIRIES**

can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/115**

SECURITY GUARD (REF NO: DSD 45/05/2018) (2 POSTS)

**SALARY**

R90 234 per annum (Level 02)

**CENTRE**

Buffalo City Metro: John X Merriman (2)

**REQUIREMENTS**

Grade 10 / Std 8. Grade 12 will be an added advantage. Basic security officer’s course Grade C. 2 years’ experience in security guard services. Be able to work shifts including weekends and public holidays. Be able to rotate when required. Poses physical strength and to cope with physical demands of the position. Competencies: Knowledge of security procedures, rules and regulations. Good
communication skills (verbal and written). Honest and reliable. Interpersonal skills. Good customer care. Be able to work as a team.

**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 unauthorised / keep the necessary registers. Ensure that all the incidents are recorded in the occurrence book / register. Escort visitors in the premises where necessary. Report breakages, theft and damages to departmental property.

**ENQUIRIES**

- can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**DEPARTMENT OF TRANSPORT**

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

**APPLICATIONS**

- Should be directed to The Department of Transport, Office No. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.
- Enquiries: Mr. Ngcobo 043 604 7455 Ext 7458.
- Amatole District: Private Bag X9009, East London, 5200
- Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000
- Chris Hani: Private Bag X7185, Queenstown, 5320
- Joe Gqabi: private bag X1001, Aliwal North, 9750
- O.R Tambo District: Private Bag X5036, Umtata, 5099
- Alfred Nzo: Private Bag X3561, Kokstad, 4700

**FOR ATTENTION**

- Mr M.A.F Tokota

**CLOSING DATE**

- 18 May 2018

**NOTE**

- Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf](http://www.info.gov.za/documents/forms/employ.pdf) which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable], Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts, preference will be given to women according to the departmental Employment Equity Plan. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department of Transport welcomes applications from all racial groups. However in making appointments preference for these posts may be given to the designated groups in pursuit of
departmental EE targets. It is the responsibility of the applicants to ensure that applications are directed to the correct centre as specified in the advert.

**MANAGEMENT ECHELON**

**POST 18/116**  :  CHIEF ENGINEER: INTERGRATED TRANSPORT PLANNING  REF NO: DOT 02/03/2018

**SALARY**  :  All – inclusive OSD package of R1 134 894 - R1 297 626 (Level Grade B)

**CENTRE**  :  Head Office: King Williams Town

**REQUIREMENTS**  :  National Diploma in Civil Engineering / B Tech in Civil Engineering / with equivalent ten years in Transportation. 10 years’ experience with 5 Years’ of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete ten years of relevant Experience. Valid Driver’s license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Competencies: Strategic management and direction, Problem solving and analysis Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication and listening skills Computer skills, Delegation and development of others, Planning, organising and execution Ability to manage conflict, Language proficiency, Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication, Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture, Technical consulting Engineering and professional judgment, Accountability.

**DUTIES**  :  Transport engineering planning and analysis effectiveness: Develop statutory transport plans and programs to enhance effective functioning of provincial transport system. Manage the conducting of feasibility studies. Perform final review and approvals or audits of provincial transport plans according to national standards. Co-ordinate integration of transport plans between provincial and local government to ensure seamless integration with current technology. Pioneering of new transport planning engineering services and management methods. Maintain transport planning engineering implementation effectiveness: Manage the execution of integrated transport planning strategy through the provision of appropriate structures, systems and resources. Set provincial engineering standards for transport facilities, according to organizational objectives and ensure optimum utilization at local government level. Monitor implementation of municipal transport projects to be in line with provincial objectives/priorities. Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**  :  can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
POST 18/117: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT SERVICES: REF NO: DOT 01/05/2018

Re-Advertisement: People who previously applied need not apply as their applications will still be considered.

SALARY:
An all-inclusive remuneration package of R1 127 334 – R1 347 879 (Level 14)

CENTRE:
Head office: King Williams Town

REQUIREMENTS:

DUTIES:
Ensure the provision of Human Resource Administration - Manage the provision of human resource strategy and information management system. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services. Manage the provision of employee health and wellness services. Ensure the provision of Human Resource Development and Performance Management system. Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learnership and internship programme. Manage the effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provisioning of Human Resource Planning and Employee Relations Services - Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Ensure the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives - Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo 043 604 7455

POST 18/118: DIRECTOR: DISTRICT MANAGEMENT REF NO: DOT 04/05/2018 (X 2 POSTS)

SALARY:
An all-inclusive remuneration package of R948 174 - R1 116 916 per annum (Level 13).

CENTRE:
Joe Gqabi & Chris Hani

REQUIREMENTS:
DUTIES: Overseer District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services. Oversee of HR and Financial services. Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, information mining and security, archiving and records management services). Provide effective stakeholder and Intergovernmental relations services. Provide effective inter-governmental relations services. Stakeholder liaison and coordination. Intergovernmental relations promotion. Outreach facilitation on sectoral integration. Oversee implementation of scholar transport services in the District. The monitoring and intervening to ensure that scholar transport performance adheres to agreed service levels and continues to improve. The monitoring and intervening to ensure that scholar transport stakeholder engagement services enhance service provision. Oversee implementation of transport safety activities in the district. The monitoring that transport safety performance adheres to agreed service levels and continues to improve. Planning and coordination with Department of Education. The monitoring of transport safety stakeholder engagement services. Timeous payment of scholar transport service providers Oversee implementation of land passenger transport services. The monitoring that public passenger transport services performance adheres to agreed service levels and continues to improve. Ensure that contracts / service level agreements with public transport operators are adhered to. Ensure implementation of institutional formalization and empowerment of the public transport industry. Monitor, advice and intervene in the implementation of mediation, conflict resolution, dispute resolution and stakeholder matters related to public transport. Oversee implementation of transport regulation services. The monitoring and intervening to ensure that transport licenses issuing adheres to agreed service levels and continues to improve. Monitor of vehicle registrations and authorizations. Monitor of public transport regulation services. Monitor implementation of the national and provincial freight administration and overload strategy. Oversee implementation of transport infrastructure maintenance services. The monitoring and intervening to ensure that the maintenance of district transport infrastructure adheres to agreed service levels and continues to improve. Oversee activities related to the creation work opportunities for the poor and unemployed and vulnerable groups using Community Based Programmes. Monitor attainment of the set targets and assess their impact to poverty alleviation. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Oversee implementation of Transport Services by Local Transport Service Centers. Support rendering of effective traffic law enforcement operations management and control services. Support the promotion of traffic safety. Support the provision of public transport law enforcement services. Support the monitoring of scholar transport services. Support the provision of sub district road maintenance services. Support the provision of community based programmes.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/119: DIRECTOR: OFFICE OF THE HOD REF NO: DOT 05/05/2018
This is a re-advertisement post; applicants who applied previously are encouraged to re-apply

SALARY: An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)

CENTRE: Head Office: King Williams Town


DUTIES: Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for
submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and: co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co – ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director-General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/120:
CHIEF AUDIT EXECUTIVE REF NO: DOT 06/05/2018

SALARY:
An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)

CENTRE:
Head Office: King Williams Town

REQUIREMENTS:

DUTIES:
Oversee audit projects and provide internal audit and consulting services: Develop Internal Audit strategic and operational audit plans in accordance with acceptable audit standards and stipulated time-frames. Develop a revised rolling three - year internal audit plan based on the risk assessment. Develop an annual internal audit plan for the first - year of the strategic plan. Review reports and supervise implementation and follow up of audit findings and agreed actions. Guide the provision of internal auditing services and make value added recommendations to enhance the overall performance of the organisation. Analyse audit findings reports before they are presented to the Audit Committee. Presentation of quarterly reports to management as well as the audit committee detailing its performance against the plan. Provide input into the strategic Plan and Annual Performance Plan (APP) of the department and implement APP for Internal Audit Function. Co-ordinate the work of internal and external auditors and other stakeholders/providers. Monitor and evaluate the impact of internal auditing function and report thereon. Provide technical assistance with the establishment and maintenance of Transport’s internal governance structures. Provide guidance in the development and implementation of an internal audit methodology and Internal Audit Operational plan: Develop policies and procedures to guide the internal audits to ensure compliance with the Standards for Professional Practice of Internal Auditing. Develop programs for selecting and developing the resource
of the component. Analyse the Transport operational environment and guide the development of tailor made internal audit instruments and methodologies. Develop internal Audit Strategic and Operational plans. Engage with departmental management structures to facilitate an understanding of the importance of the Internal Audit function and its role to assist line managers to continuously improve service delivery and value for money aspects. Assist management through consulting with the implementation of the prescripts, e.g. PFMA and advise management on internal controls. Manage relationships with clients and other stake holders with objective of improving customer satisfaction. Provide appropriate training to internal auditors. Liaison with executive management and other external stakeholders. Develop a revised Audit Committee Charter (Terms of Reference) as well as internal Audit Charter. Provide Audit Committee Secretariat and support services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure management, maintenance and safekeeping of assets. Identify and mitigate risks of the Unit. Manage spending of the Unit- avoid fruitless, irregular and unauthorized expenditure. Payment of service providers within 30 days from receipt of invoice/claim.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/121:
DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: DOT 07/05/2018

SALARY:
An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)

CENTRE:
Head Office: King Williams Town

REQUIREMENTS:

DUTIES:
Align projects with strategic objectives, priorities, budgets and plans: Confirm needs and priorities of DOT & Sector Departments for infrastructure projects. Conduct spend, organizational and market analysis. Develop a delivery management strategy (specific procurement strategy). Draw and facilitate approval of infrastructure procurement plan. Manage cross functional teams to finalise bid specifications. Manage infrastructure procurement acquisitions: Coordinate solicitation of tenders. Coordinate establishment of Bid committees. Conduct evaluation and award of tender. Manage contracts and infrastructure procurement supply chain performance: Administer contracts. Open, update and maintain project records and files. Manage supply chain performance. Manage guarantees and retentions. Manage Administrative and financial close out reports. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates .Manage daily
employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

ENQUIRIES : DIRECTOR: OPERATOR SAFETY AND COMPLIANCE REF NO: DOT 08/05/2018

POST 18/122 : SALARY : An all-inclusive remuneration package of R948 174 - R1 116 918 per annum (Level 13).

CENTRE : Head office: King Williams Town


DUTIES : Manage the implementation of public transport industry transformation programs. Plan and manage implementation of capacity building programs for public transport role players. Drive the implementation of the Taxi Recapitalization. Program in the Province. Regularly liaise with relevant public transport structures in the Province. Ensure that the minibus taxi industry conducts regular elections for the relevant structures. Manage the provision of public transport professional support. Institute research for appropriate vehicles for learners, rural areas, disabled people as well as Intelligent Transport Systems. Evaluate impact of existing Public Transport projects and the necessity of proposed projects. Institute research to enhance the regulation, control and operations of Public Transport. Develop provincial public transport regulation and control strategy. Monitor that land-based transport services are rendered properly. Constantly review and update regulations pertaining to public transportation. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Develop the directorate operational plan and concomitant operational budget. Develop and maintain effective systems of work. Facilitate staff motivation and use appropriate methods of staff management and control. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Lead the directorate’s financial management and statutory reporting activities.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/123 : DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT 09/05/2018

This is a 12 months contract post

SALARY : An all-inclusive remuneration package of R948 174 - R1 116 918 per annum (Level 13).

CENTRE : Head Office: King Williams Town


**DUTIES:**

Oversee receiving, capturing and archiving of provincial traffic infringements. The receiving, recording, processing and management of documents, visitors and enquiries. The conversion of paper based Section 56 & 141 documents to electronic documents. Manage the analysis and reconciliation of traffic law enforcement fines. Ensure reconciliation of fines captured against fines paid. Manage information on unpaid summonses. Ensure proper records management for audit purposes. Manage Service Level Agreements between the Department and Magistrate offices. Manage relations with service providers. Determine and recommend systems for efficient revenue collection. Manage the administration of traffic law arising from traffic infringements. Ensure rendering of Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Ensure adequate processing of traffic law information using electronic traffic law enforcement systems. Manage enforcement for payment of outstanding traffic fines. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES:**

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/124**: **SENIOR MANAGER: FINANCIAL MANAGEMENT REF NO: DOT 01/05/2018**

**SALARY**: An all-inclusive remuneration package of R948 174 - R1 116 916 per annum (Level 13)

**CENTRE**: East London (Government Fleet Management Services)

**REQUIREMENTS**: A B degree (NQF level 7) in Accounting. 8 years' working experience in Financial Management in an accrual environment of which 5 years must be in the middle management level (deputy director level). Extensive experience in and knowledge of, management of a commercial finance function. Competencies: Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Strategic Capability and Leadership, People Management and Empowerment, Problem Solving, Decision Making, Change Management, Knowledge Management.

**DUTIES**: Manage the budget development process and utilisation of the allocated budget for GFMS. Manage the provision of financial and management accounting services. Manage the provision of supply chain management services. Assets and liabilities management. Manage the provision of internal control systems, policies and procedures. Manage effective external audit process and improvement plans. Perform generic management functions. Manage area of responsibility.

**ENQUIRIES**: can be directed to Mrs. P. Mbewu Tel No: 043 731 1249

**OTHER POSTS**

**POST 18/125**: **CHIEF ENGINEER: SAFETY ENGINEERING SERVICES REF NO: DOT 03/05/2018**

**SALARY**: all – inclusive OSD package of R935 172 - R1 069 272 (Level Grade A)

**CENTRE**: Head Office: King Williams Town

**REQUIREMENTS**: National Diploma in Traffic Engineering /B Tech in Traffic Engineering/ National Diploma in Civil Engineering/ B Tech in Civil Engineering with Equivalent Eight
Years in Transportation, with 3 Years of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete Eight years of relevant Experience. Valid Driver’s license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Generic competencies: Strategic management and direction, Problem solving and analysis, Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness Communication and listening skills, Computer skills, Delegation and development of others Planning, organising and execution, Ability to manage conflict, Language proficiency Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.

DUTIES:
Traffic engineering research and analysis effectiveness: Monitor and study traffic conditions on provincial roads through data collection and analysis. Ensure that road safety audits are carried out on provincial roads. Recommend traffic engineering solutions to identified accident spots and hazardous locations. Ensure that all surveys that inform traffic engineering solutions are conducted. Manage accident reconstruction and investigations. Manage the studying and designing of parking and loading facilities. Maintain safe and efficient traffic operations engineering services: Ensure that traffic modeling and forecasting is carried out effectively. Influence the formulation of congestion reducing strategies. Ensure that traffic impact assessments are undertaken and reviewed. Ensure effective management of road traffic signs and road markings. Manage the designing of special events traffic management plans and temporary road closures and deviations for incident management protocols. Manage the reviewing of speed limits on provincial roads. Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/126:
DEPUTY DIRECTOR: TRANSPORT SAFETY REF NO: DOT 25/05/2018

SALARY:
An all-inclusive remuneration package of R657 558 - R774 576 per annum (level 11)

CENTRE:
Head Office; K.W.T

REQUIREMENTS:
A Bachelor’s Degree / National Diploma in Developmental Studies/ Road Safety Management. 3 years relevant experience as an Assistant Director. Key competencies: National Road Safety Strategy, Road Safety Key Priorities, Road Safety Programs and Projects. National Road Traffic Act. Public Service
DUTIES: Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community-based road safety marketing strategies. Identify, assess, prioritize, and coordinate research and information gathering. Coordinate the implementation and management of road safety community-based programmes and projects. Monitor and evaluate the impact of community-based road safety projects and programmes. Oversee the development of road safety plans by local authorities. Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players, and the directorate to increase awareness. Coordinate the promotion, training, and development of community road safety structures. Provide support to road safety community structures and organisations. Facilitate training, coordination, and information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manages budget allocated to the section. Consolidate costed district operational plans into a sub-directorate operational plan. Work out budget allocation and cash flow of the sub-directorate. Monitor expenditure for the sub-directorate and districts and recommend corrective action if under or over spending. Participate in In-Year Monitoring and prepare reports for the sub-directorate. Develop procurement plan for the sub-directorate and coordinate procurement plans from the districts. Ensure effective management of the sub-directorate. Manage all human resource allocated to the sub-directorate. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/127: DEPUTY DIRECTOR: ICTO REF NO: DOT 27/05/2018

SALARY: An all-inclusive remuneration package of R657 558 - R774 576 per annum (Level 11)

CENTRE: Head Office: KWT


DUTIES: Manage the provision of Information Technology Services: Lead the implementation and maintenance of the Technology Architecture Phase of the department’s enterprise architecture utilizing the government-wide enterprise architecture framework (GWEA). Lead the implementation and maintenance of the operations phase of the adopted ITIL based framework known as Microsoft operations framework. Customize, manage and delegate assigned IT controls (as per adopted governance framework, COBIT) to ensure that policies, procedures and practices, provide a reasonable assurance that the department’s objectives will be achieved and undesired events will be prevented or detected and corrected. Act as primary stakeholder in the underlying IT operational processes and functions that support IT services. Provide direction and monitor all significant activities so that IT services are delivered successfully. Work with compliance, audit, risk and security teams to ensure that significant risks related to IT services are identified and actions taken to ensure that they are managed and compliant with legal, regulatory and contractual requirements affecting the enterprise. Review service performance reports identifying any significant issues and variances, initiating where necessary corrective actions and ensure that all outstanding issues are followed up. Gather feedback on customer satisfaction and internal service performance to foster continual improvement. Work with the
change manager and participate in change advisory board decisions, approving change to IT services. Understand the internal service capabilities and provide guidance to optimize service design and delivery. Manage IT service level agreements: Ensure that appropriate service level agreements (SLAs) and underpinning contracts have been defined and clearly set out for the customer for description of IT services and the measures for monitoring IT services. Manage the internal relationship with IT process owners supporting IT services, assisting with the definition and agreement of operating level agreements (OLAs). Understand and manage the procurement aspects of IT services including budgets, contracts, changing mechanisms, service costs, optimization, and cooperation and liaison with financial management, commercial management and supplier management. Understand any third party services necessary to support the end service to the customer, and provide input to ensure that requirements for the third party services are understood and delivered. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:

Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/128: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT 32/05/2018

SALARY: An all-inclusive remuneration package of R657 558 - R774 576 per annum (Level 11)

CENTRE: Alfred Nzo & Sarah Baartman


DUTIES: Manage the provisioning of demand, acquisition and contracts management services in the district. Coordinate the consolidation of SCM procurement plan district procurement plan for submission to Head Office. Monitor use of Consumer price Index to prevent price monopoly and monitor the use of Centralised Supplier Database. Facilitate the development of bid specifications. Implement appropriate sourcing strategies (quotations and bids). Facilitate the establishment of Bid Committees. Facilitate proper implementation of contract management. Maintain a credible and accurate fixed Asset Register in line with Treasury Guidelines and Asset Management Procedure Manual. Facilitate development and maintenance of a credible district fixed asset register. Facilitate disposal of assets. Facilitate asset transfers and asset verification. Facilitate monthly reconciliation of assets in preparation for Interim Financial Statements and Annual Financial Statement. Facilitate the development of a credible Loss Control register. Manage the provision of logistics management services. Responsible for the management provision of office space, rental housing allocations and parking space. Ensure proper management of labour saving devices, cellphones and landlines. Facilitate the proper management of stores. Facilitate effective use of district’ SMS, MMS, subsidized and pool vehicles. Manage the provision of records management and registry services. Facilitate proper handling and filing of district records as per
General Uniform Filing System (GUFS). Facilitate the archiving and disposal of state records. Facilitate the effective management of photocopier machines (utilization). Facilitate the effective management of registry functions (faxing, posting, franking, printing and photocopying services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/129:
ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DOT 33/05/2018

SALARY:
R334 545 per annum (Level 09)

CENTRE:
Sarah Baartman

REQUIREMENTS:

DUTIES:
Facilitate the processing of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service terminations. Conduct workshops on service terminations. Facilitate the processing of Leave Administration. Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILIR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits. Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/130:
ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT SERVICES REF NO: DOT 37/05/2018

SALARY:
R334 545 per annum (Level 09)

CENTRE:
OR Tambo
**REQUIREMENTS**


**DUTIES**

Manage Compilation of the District Procurement Plan: Receive template from H/O, ensure all section populate their funds according to procurement plans, consolidate district procurement plans and submit to Head Office, monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section, ensure that the specification is correct, ensure all required documents are available, ensure sections do receive documents, with the recommended supplier, provide provisioning of secretarial services to the bids committee, facilitate the administration of bids and evaluation, monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/quantity and timeliness, resolve problems of motivation and control with minimum guidance from manager, delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates, ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/131**

ASSISTANT DIRECTOR: PERSONNEL PROVISION (HRM) REF NO: DOT 39/05/2018

**SALARY**

R334 545 per annum (Level 09)

**CENTRE**

OR Tambo

**REQUIREMENTS**

A B Degree (NQF level 7) / National Diploma in Human Resources Management / Public Administration with 3 year supervisory experience in human resource administration. Competencies: Departmental recruitment and selection policy, departmental Employment Equity Plan, department Human Resource delegations, government policies and planning systems, information management, performance management, Batho Pele Revitalization Strategy. Skills: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, working in a team, driving.

**DUTIES**

Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan, facilitate advertisement of posts, manage the process of receiving of applications, recording and safe keeping of them, facilitate the process of appointment of panel members, provide secretarial services in recruitment and selection panels, liaise with relevant structures for validation of qualifications, facilitate the screening and vetting of applicants before they are appointed, administer signing and issuing of appointment letters, administer assumption of duty, administer probationary processes and confirmations of appointment, administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date, ensure that there is proper filing system for the personnel registry, manage the safe keeping and movement of employee personal files. Manage the allocated resources of the Sub-Directorate in line with legislative
and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness, resolve problem of motivation and control with minimum guidance from manager, delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for supervisees, manage daily employee performance and ensure timely Performance Assessments of all supervisees, ensure management, maintenance and safekeeping of allocated assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/132:
ASSISTANT DIRECTOR: PUBLIC TRANSPORT CONTRACTS ADMINISTRATION
APPLICATIONS REF NO: DOT 26/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Head Office: KWT

DUTIES: Administer road based public transport contracts Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviwal and upgrading of contract administration system to eliminate risk. Address varientions in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management. Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/133:
ASSISTANT DIRECTOR: PROGRAMME SUPPORT (TRANSPORT OPERATIONS)
APPLICATIONS REF NO: DOT 28/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Head Office: KWT

DUTIES: Provide administration support to the program: Organize strategic planning sessions for the program. Coordinate development and submission of Annual Performance Plan (APP) and Operational Plan for the program. Coordinate submission of statutory reports by the program (quarterly report, annual report, MPAT report etc) Coordinate dissemination of information to district staff. Coordinate submission of information to the Auditors. Coordinate submission of portfolio of evidence by all directorate in the program. Provide supply chain and
financial management support to the program: Coordinate the budgeting process for the program. Consolidate and submit budget for the program to the budget office. Prepare In-Year monitoring reports for the program. Monitor expenditure for the program. Provide human resource administration and development support to the program: Coordinate the submission of program human resource needs to Chief Director Human Resource Administration. Coordinate human resource planning for the program. Coordinate implementation of performance management development system by the program. Coordinate identification and submission of training needs for the program. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/134:
ASSISTANT DIRECTOR: TRANSPORT TRANSFORMATION REF NO: DOT 30/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Head Office: KWT
REQUIREMENTS:

DUTIES:
Facilitate implementation of public transport industry capacity building programs: Identify training needs to capacitate Transport Industry. Identify fund for training of Taxi and bus Operators in business management. Facilitate procurement of service provider for training of transport industry. Coordinate submission of list of people to be trained by all Taxi and Bus structures. Develop and implement a rollout plan for training of Taxi Operators throughout the province. Facilitate implementation of Taxi Recapitalization program: Oversee smooth running of the Taxi recapitalization programme within the province. Monitor operations of the Taxi scrapping agent to ensure that they meet the objectives of the government. Ensure proper keeping of all information relating to Taxi scrapping, such as statistics of Taxi scrapped in the province. Ensure that there are sound working relations between the Taxi scrapping agent and the Taxi Industry. Monitor elections conducted by public transport structures: Monitor elections of execution committee members by Taxi associations to ensure that they are in line with association constitution. Facilitate establishment of public transport forums within the province. Provide technical advice to public transport licensing board, the office of the transport registrar as well as the Taxi Board. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for supervisees. Manage daily employee performance and ensure timely
Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

ENQUIRIES
: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/135
: ASSISTANT DIRECTOR: EPWP (COORDINATION AND MONITORING) REF NO: DOT 31/05/2018

SALARY : R334 545 per annum (Level 09)
CENTRE : Head Office: KWT

DUTIES : Manage recording of economic empowerment impact with respect to historically disadvantaged individuals: Identify impact management tool to be used. Identify possible partners that can be used. Conduct research using identified research methodology. Engage communities where the study will be conducted. Manage distribution and filling of questionnaire. Administer submission of questionnaires. Manage the capturing of data. Analyse data and write report. Monitor and evaluate all EPWP projects: Implement qualitative and quantitative tool to evaluate the empowerment impact of projects. Monitor EPWP projects implementation. Monitor training provided to project beneficiaries. Compile and submit monitoring reports. Monitor expenditure to ensure alignment with the procurement plan. Draft In-Year Monitoring reports.

ENQUIRIES
: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/136
: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DOT 11/05/2018

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office (KWT)

DUTIES : Conduct internal audit: Development of internal control strategy. Conduct inspection/ audits on departmental programs. Conduct investigation on cases of non-compliance with prescripts. Conduct walkthroughs to ensure controls are operating effectively. Implement prevention plan for avoidable fruitless and unauthorized expenditure. The effective liaison with external clients and suppliers. Provide administrative support to external auditors. Development of a 3 year internal control plan. Maintenance of irregular expenditure register. Maintenance of fruitless and wasteful expenditure register. Develop procedures and tools to monitor control environment. Coordinate /Liaison with A9 and sais during audit assessment. Ongoing communication of internal control processes to all staff. Coordinate the departmental audit committee. Coordinate all information to be submitted to external auditors. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the
necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/137

ASSISTANT DIRECTOR: CFO SUPPORT REF NO: DOT 12/05/2018

SALARY: R334 545 - R404 121 per annum (Level 09)
CENTRE: Head Office (KWT)
REQUIREMENTS:

DUTIES:
Coordinate and guide the planning process for the Chief Directorate. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist directorates to develop cost based budgets that are aligned to the Chief Directorate’s priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare in-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending paten to curb under and over spending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timeous reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/138

ASSISTANT DIRECTOR: WELLNESS REF NO: DOT 14/05/2018 (X 2 POSTS)

SALARY: R334 545 (Level 09)
CENTRE: OR Tambo and Alfred Nzo
REQUIREMENTS:
A B. Degree (NQF level 7) / National Diploma in Human Resources Management with 3 year supervisory experience in employee wellness environment. Competencies: Knowledge: Research, Report writing, Negotiation, Interpersonal relations, Communication, Computer literacy, Analysing, Conflict management,
Presentation, Working in a team, Driving. Skills: Four pillars of Wellness, Counselling procedure, Referral procedures, Government policies and planning systems, Information management, Performance management, Batho Pele Revitalization Strategy.

**DUTIES**

Promote and facilitate the implementation of occupational health, safety and environmental management strategy. Develop a district SHE annual program. Facilitate implementation of district SHE program. Coordinate appointment and training of SHE representatives. Conduct fire drills once a month. Facilitate procurement and safe keeping of first aid kit. Participate in the development of departmental SHE implementation report required by the department of labour. Implement health and productivity programmes. Develop a recreation program for the district. Organize sporting activities for district staff. Promote collaboration with other departments around sporting activities. Organize information sessions that empower staff with life skills.

Implement HIV&AIDS and TB and other communicable diseases prevention. Organize screening of employees to make them conscious of their health status. Conduct HIV/AIDS awareness sessions. Identify support group for those staff members who have disclosed their status. Development of a district HIV/AIDS annual program. Implement district HIV/Aids program. Produce HIV/Aids district annual program implementation report. Coordinate implementation of employee assistance program. Attend to cases referred to EAP by units. Open case file for each case referred to EAP. Consult with employees that are referred to identify the cause of the problem and decide on required intervention. Produce report with recommendations to the supervisor. Organize referrals to Institutions. Monitor progress on referred cases.

*Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Keep high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.*

**ENQUIRIES**

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/139**

**ASSISTANT DIRECTOR: EXPENDITURE REF NO: DOT 15/05/2018**

**SALARY**

R334 545 - R404 121 per annum (Level 09)

**CENTRE**

Alfred Nzo

**REQUIREMENTS**


**DUTIES**

Provide revenue planning and reporting services: Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide revenue collection and reconciliation services: Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and
development opportunities. Ensure timeliness development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timeliness Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/140: ASSISTANT DIRECTOR; BUDGET REF NO: DOT 16/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Alfred Nzo

DUTIES: Render Revenue and Debtors Collection: Participate in the identification of revenue sources. Manage the collection of revenue from all revenue sources. Manage the preparation of reconciliation on debtors. Prepare revenue collection reports for submission to Head Office. Plan and Control the Accounting Function and the budget of the District: Coordinate the planning and controlling of the district budget. Render financial planning services. Consolidate district budget and prepare submissions to Head Office. Assist sections with budgeting to have a credible budget for the district. Coordinate In-year monitoring reports and consolidate for submission to head office. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeliness development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timeliness Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/141: ASSISTANT DIRECTOR; REVENUE REF NO: DOT 17/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Head Office: KWT

**DUTIES**: Provide revenue planning and reporting services. Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide effective stakeholder and Intergovernmental relations services. Provide effective inter-governmental relations services. Stakeholder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Provide revenue collection and reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES**: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/142**: ASSISTANT DIRECTOR: DEMAND & ACQUISITION REF NO: DOT 20/05/2018

**SALARY**: R334 545 per annum (Level 09)

**CENTRE**: Chris Hani


**DUTIES**: Manage Compilation of the District Procurement Plan: Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section. Ensure that the specification is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bids and evaluation. Monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES**: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
ASSISTANT DIRECTOR: PERSONNEL PROVISIONING REF NO: DOT 21/05/2018

SALARY: R334 545 per annum (Level 09)
CENTRE: Chris Hani

DUTIES: Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Liaise with relevant structures for validation of qualifications. Facilitate the screening and vetting of applicants before they are appointed. Administer signing and issuing of appointment letters. Administer assumption of duty. Administer probationary processes and confirmations of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

PROJECT COORDINATOR: EPWP REF NO: DOT 22/05/2018

SALARY: R281 418 per annum (Level 08)
CENTRE: Head Office: KWT

DUTIES: Render Project conceptualization. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Render Project Planning Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Render Project Management Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour.
Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organizes and administers the work effort of assigned subordinates.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/145: SENIOR STATE ACCOUNTANT: DEBTORS REF NO: DOT 18/05/2018

SALARY: R281 418 per annum (Level 08)
CENTRE: Head Office: KWT

DUTIES: Conduct debt recovery services. Obtain details of all outstanding salary related debts, investigate non-deductions in PERSAL and take corrective action. Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy. Institute claims against pension and leave gratuity benefits. Compile submission for write-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors. Take-on of all debts and capture them in Bas. Draw PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant officers for effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters I.T.O monthly and year end requirements. Ensure all monies received from pensions are allocated correctly. Monitor the following accounts. Debt account. Debt suspense account. Debt receipt control. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/146: SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: DOT 35/05/2018

SALARY: R281 418 per annum (Level 08)
CENTRE: Alfred Nzo

DUTIES: Conduct revenue collection services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
POST 18/147: SENIOR PROVISIONING ADMINISTRATION OFFICER – SCM REF NO: DOT 36/05/2018

SALARY: R281 418 per annum (Level 08)
CENTRE: OR Tambo
REQUIREMENTS:
- A B Degree in (NQF level 7) / National Diploma in Supply Chain Management / Purchasing / Logistics. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. 2 years relevant experience. Basic knowledge and understanding of legislative framework governing Public Service. Basic knowledge of work procedures in terms of the work environment.

DUTIES:
- Supervise the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve section objectives.
- Advertise tenders in newspaper. Attend to questions from interested parties.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/148: CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DOT 40/05/2018

SALARY: R281 418 per annum (Level 08)
CENTRE: OR Tambo
REQUIREMENTS:

DUTIES:
- Capture and process employee benefits: Update induction programme for new/transferred employees, implement on PERSAL mobility arrangements i.e. transfers and cross transfers, update translation in ranks, implement and update secondments on PERSAL system, verify staff records on probation, confirm new appointments on PERSAL, maintain database of employees acting on higher positions. Administer recruitment, selection and appointment process. Conduct advertisement of posts, receive record and safely keep applications, write memorandums for appointment of panel members, provide secretariat services in recruitment and selection panels, liaise with relevant structures for validation of qualifications, conduct screening and vetting of applicants before they are appointed, write appointment letters and facilitate signing of them, administer assumption of duty, administer probationary processes and confirmations of appointment, administer personnel utilisation and mobility through transfers, translation in rank, promotions and secondments. Administer Remuneration Matters: Conduct quality assurance on captured claims onto PERSAL, approve claims on PERSAL, facilitate payment of leave gratuity, assist beneficiaries to claim their pensions from the Government Pension Fund, implement garnishee orders. People management: Provide leadership, organises and administers the work effort of assigned subordinates, conduct individual performance assessment to the supervisee.

ENQUIRIES: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
POST 18/149  :  STATE ACCOUNTANT: BUDGET REF NO: DOT 34/05/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Sarah Baartman
DUTIES : Provide support to the budgeting process. Collate and consolidate budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/150  :  LABOUR RELATIONS PRACTITIONER: HEAD OFFICE REF NO: DOT 19/05/2018

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office (KWT)
DUTIES : Administer handling of misconducts and grievances. Receive complaints before they become grievances. Investigate complaints and mediate between the two parties. Receive and record grievances. Provide administrative support to the grievance procedure. Prepare witnesses and documents for provision of evidence in arbitration. Administer handling of disciplinary cases: Arrange sittings for disciplinary cases. Provide secretariat services on disciplinary cases. Collect all disciplinary sanctions to all affected parties. Monitor implementation of disciplinary cases. Facilitate the sittings of Appeals Committee established by MEC. Provide administrative support in the promotion of sound labour relations: Organise training sessions for departmental staff on disciplinary procedure. Organise awareness sessions on new policies and PSCBC resolutions. Provide secretariat services to labour management forum meetings. Manage the allocated resources and supervisees. Maintain high standards by ensuring that the supervisees produce excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with limited guidance from supervisor. Delegate functions to supervisees based on individual potential and provide the necessary guidance and support. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
POST 18/151  :  ADMIN OFFICER: EPWP  REF NO: DOT 23/05/2018

SALARY  :  R226 611 per annum (Level 07)
CENTRE  :  Head Office: KWT
REQUIREMENTS  :  A B. degree qualification (NQF level 7) in Public Administration with 2 years relevant experience. Key competencies Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Problem solving skills. Computer skills. Interpersonal relations Communication skills (Verbal & written)

DUTIES  :  Render general Administration support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES  :  can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/152  :  NETWORK TECHNICIAN  REF NO: DOT 10/05/2018

SALARY  :  R183 558 - R216 216 per annum (Level 06)
CENTRE  :  Head Office: King Williams Town
REQUIREMENTS  :  B Degree/Diploma in information technology with the following certification as a minimum requirement CompTIA A+, CompTIA N+ and MCSA Windows 8.1 and or NQF Level 5 with 1-2 years’ experience in Information Technology support service environment. Competencies: Computer software installation. Computer hardware Policies. Computer application. Diagnostic skills. Analytical skills. Problem solving skills.

DUTIES  :  Provide ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provide ICT maintenance services: Maintain and repair ICT infrastructure hardware. Install and update computer hardware and software. Provide ICT security services: Maintain information to ensure integrity and security of data. Monitor data backup on users computers such as patch and anti-virus installations and update. Allocate user passwords, security and inventory documentation.

ENQUIRIES  :  can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

POST 18/153  :  DATA CAPTURERS  REF NO: DOT 24/05/2018

SALARY  :  R152 862 per annum (Level 05)
CENTRE  :  Head Office: Traffic Infridgement, X2
EPWP: Head Office: X6 Districts: (Amathole, Joe Gqabi, Chris Hani, OR Tambo, Sarah Baartman, Alfred Nzo)

**DUTIES**: Prepare & maintain registers for registering the receipt of data return sheets. Check data return sheets for completeness and prepare for capturing. Capture data into computer from source document. Prepare weekly, monthly and quarterly report of scholar transport data. File data return sheets & printouts as required.

**ENQUIRIES**: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY

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: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE: 18 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 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 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 (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 18/154: EMPLOYEE RELATIONS OFFICER
Directorate: Human Resource Development

SALARY: R226 611 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: A three year tertiary qualification as recognized by SAQA (NQF level 6), National Diploma in Labour Relations or Human Resource Management, 1 – 2 years’ experience in Labour Relations environment.


ENQUIRIES: Ms Tshiamo Sokupha Tel No: (011 227 9000)
POST 18/155 : SAFETY & SECURITY OFFICER
Directorate: Security & Auxiliary Services

SALARY : R226 611 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3 year tertiary qualifications as recognized by SAQA and SAMTRAC/SHERQ related qualification, 1 – 2 years’ experience in Occupational Health Safety and Injury on Duty.
ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011 227 9000)

DEPARTMENT OF SOCIAL DEVELOPMENT
It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. All applicants are also encouraged to number the pages of their CV and the attached certified documents

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 91 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE : 18 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 six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS
POST 18/156 : CLINICAL PSYCHOLOGIST REF NO: SD/2018/04/05 (9 POSTS)

SALARY : R633 702 - 703 314 (All- inclusive package which include basic salary of 70% of the package) and a flexible portion that may be structured in terms of applicable OSD guidelines.
solving skills. Working in a team. Good work ethic (Integrity and trustworthiness)
Interest in continuing education and development.

**DUTIES**

Provide individual psychotherapeutic services to service users in the center.
Provide psychological assessments to service users presenting with difficulties,
including understanding of the individual, their families and other contextual
factors. Collaborate with other professionals. Provide group psycho-educational
programmes to service users in the center. Professional development and administrative duties.

**ENQUIRIES**

Mr DP Sambo Tel No: (011) 355 7701/7678

**POST 18/157**

OCCUPATIONAL THERAPIST REF NO: SD/2018/04/06 (09 POSTS)

**SALARY**

R281 148 - R321 462 per annum (within the OSD Framework)

**CENTRE**

Don Mattera
Emmasdal
Fathers Smangaliso Mkhatswa
Ga-Rankuwa
Itireleng
JW Leuckhoff
Marry Moodley
Soshanguvhe Secure care and Walter Sisulu

**REQUIREMENTS**

Degree in Occupational Therapy. Knowledge of legislative and Policy framework
governing the practice of Occupational Therapy. Knowledge of systems,
procedures and processes regulating Occupational Therapy in the Institutional
environment. Proof of current registration with Health Professions Council of South
Africa (HPCSA). Skills and Competences: Problem identification skills, Therapy
design and intervention. Rehabilitative, Monitoring, assessment and Reporting
skills. Ability to perceive physiological dysfunction. Sharp sense of consideration.
Must be sensitive and creative. Problem identification, therapy design and intervention, rehabilitation, monitoring, assessment and reporting skills. Ability to
perceive physiological dysfunction, creativity, sensitivity and sharp sense of
consideration.

**DUTIES**

Conduct occupational therapy assessments. Record individual assessment
reports. Maintain assessments reports. Design Occupational Therapy
interventions. Conduct individual and group therapy programmes. Assess
developmental progress of children and youth. Identify developmental gaps.
Implement corrective measures to address development and learning. Evaluate
Occupational Therapy programmes. Participate in the Multi-Disciplinary Team.
Provide recommendations towards enhancing the effective and functional life
space of people with special needs. Coordinate the implementation of
Occupational Therapy Programme in the Institution.

**ENQUIRIES**

Mr DP Sambo Tel No: (011) 355 7701/ Mr Z Jaca, Tel: (011) 355 7678

**POST 18/158**

SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/04/08

**SALARY**

R281 418 per annum

**CENTRE**

JHB Metro Region

**REQUIREMENTS**

Relevant three years qualification in Monitoring and Evaluation with 2-3 years'
experience in the NPO monitoring and evaluation environment. A valid drivers’
license. Knowledge and understanding of legislative/Policy framework, processes
and procedures governing the transfer payment to NPOS’s in the Public Sector.
Knowledge and understanding of Departmental processes and procedures
regulating the transfer payment of funded non-profit organisations. Knowledge of
SAP Social Care Solution. Skills and Competencies Sound financial management
and monitoring skills. Good communication and report writing skills. Must be able
to work in a team. Auditing, analytical and planning, coordinating skills. Must be
computer literate.

**DUTIES**

Provide advice during panel discussions based on APP targets on funding and
approved budget for funding of NPO’s. Implement transfer payment to funded
NPO’s. Reconcile transfer payments. Analyses Audited Financial Statements.
Consolidate transfer payments. Develop staff work plans. Manage staff leave plans
and supervise staff performance. Plan and implement staff training and development programmes.

**ENQUIRIES**: Christinah Dukwana Tel No: (011) 355-9502

**POST 18/159**: PERSONAL ASSISTANT (LEGAL SERVICES) REF NO: SD/2018/04/09

**SALARY**: R226 611 per annum plus benefits

**CENTRE**: Johannesburg Head Office

**REQUIREMENTS**: Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

**DUTIES**: Register all incoming and outgoing mail and documents. Qualifies assure the standard required on incoming and outgoing documents. Route incoming mail and documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.

**ENQUIRIES**: Ms B Khutsoane Tel No: (011) 355 7805
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
CLOSING DATE: 18 May 2018
NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate not copies of certified copies; Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 15/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

OTHER POSTS

POST 18/160: CHIEF RADIOGRAPHER (DIAGNOSTIC) GR1: REF NO. GS 15/18
Component – Radiology Department

SALARY: Grade 1: R414 069 – R459 558 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS:
National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer. Certified copy of current registration as a Diagnostic Radiographer (Independent Practice) with Health Professions Council of South Africa (HPCSA) for 2018/2019. Minimum of three years experience working in a computerized radiography department (working in a PACS/RIS environment) after registration with HPCSA as a Diagnostic Radiographer (Independent Practice). Certificates of Service to be attached as proof of experience. Recommendations: Work experience in a specialized field e.g. Mammography, CT, MRI, Cath Lab. Knowledge, Skills and Experience: Expert knowledge of specialized equipment and radiography procedures, including multi slice CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Sound knowledge of radiation control regulations and health and safety policies. Basic supervisory skills. Computer Literacy.

DUTIES: Provide high quality diagnostic radiography service. Observe safe radiation protection standards and ensure health and safety rules and regulations are adhered to. Be actively involved in the Radiation Control Directorate Quality Assurance programme. Participate in a 24 hour roster system which includes nights, weekends, Public Holidays and standby duties. Working knowledge and experience of PMDS and be responsible for the PMDS of staff members as allocated. Provide assistance, supervision and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and administrative duties as required.

ENQUIRIES: Mrs Wood Tel No: 033-897 3208
POST 18/161  :  CHIEF RADIOGRAPHER (ULTRASOUND) REF NO: GS 14/18
Component – Radiology

SALARY  :  Grade 1: R414 069 - R459 558 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home owner Allowance, Employee Must Meet Prescribed Requirements

CENTRE  :  Greys Hospital, Pietermaritzburg

REQUIREMENTS  :  National Diploma in Ultrasound / Bachelor’s Degree in Technology: Ultrasound. Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound). Certified copy of current registration with the Health Professions Council of South Africa for 2018/2019 in the category Independent Practice: Ultrasound. A minimum of three years’ experience after registration with HPCSA as a Radiographer (Ultrasound). Certificates of service to be attached as proof of experience. Recommendations: Work experience including high risk Obstetric scanning. Experience compiling reports for cases with difficult pathology. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.

DUTIES  :  Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.

ENQUIRIES  :  Mrs A Cooke Tel No: 033-8973203

POST 18/162  :  CLINICAL PROGRAMME COORDINATOR: GENERAL STREAM: REF NO: AMAJ02/2018 (1 POST)
Cluster: Healthy Lifestyle Promotion School Health

SALARY  :  R394 665 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE  :  Amajuba Health District Office: Newcastle

REQUIREMENTS  :  Grade 12 or senior certificate, Diploma / Degree in General Nursing and midwifery. Current registration with SANC receipt in 2018. Minimum of seven (7) years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid Driver’s license (Code 08), PLUS Proof of current and previous work experience endorsed by Human resources validating the above experience Department or relevant employer. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Deputy Manager Nursing: and will be responsible to ensure: Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decision. An understanding of the challenge facing the public sector. An ability to provide issues and work related matter and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

DUTIES  :  Establish and maintain linkage between DOH, community, other sectors and government departments. Co-ordinate recruitment of community care givers, Care giver supervisors and signing of contracts. Co-ordinate payment of stipend of community care givers and care giver supervisors. Establish community participation in the program. Co-ordinate and monitor training of facilitators, CCG supervisors and CCGs for quality service delivery. Participate in Operation Sukuma Sakhe (OSS) initiative. Manage and monitor digital Pen project. Co-ordinate and monitor activities of family health teams and CCGs. Participate in
PHC Reviews and Ideal clinic assessment. Attend meeting within and outside the District. Play and advocacy role for DOH in the community. Develop effective intervention strategies for poor performance to achieve good outcome. Update CCG web based data as required. Effectively manage conflict between Care givers and the community for the program to run smoothly. Establish healthy working relationship with institutions, facilities and community structures for quality service delivery.

ENQUIRIES
Mrs CM Khumalo Tel No: 034-328 7006

APPLICATIONS
All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION
Mrs. GC Buthelezi

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disabilities also should feel free to apply.

CLOSING DATE
25 May 2018

POST 18/163
DIAGNOSTIC RADIOGRAPHER GR1: REF NO: GS 16/18
Component – Radiology Department

CENTRE
Greys Hospital, Pietermaritzburg

SALARY
Grade 1: R281 148 - R321 462 per annum
Grade 2: R331 179 - R378 687 per annum
Grade 3: R390 123 - R473 445 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

REQUIREMENTS
National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Knowledge, Skills and Experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate, Computer Literacy. Grade 1: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession 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 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven
years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant community service, as required in South Africa.

DUTIES:
Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.

ENQUIRIES:
Mrs D Wood: Tel No: 033-897 3208

APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department or website; Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies; Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 15/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE:
18 May 2018
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.

ERRATUM: kindly note that the post of Electro Cardiogram Assistant Grade 1 to 2 (Cardiology), published in vacancy circular 17 dated 26 April 2018, the closing date has been changed to 18 May 2018 and also please note the post of Artisan Production Grade A to C (Plumbing); published in circular 16 dated 20 April 2018 has been withdrawn.

MANAGEMENT ECHELON

POST 18/164
HEAD CLINICAL UNIT (MEDICAL: ENDOCRINOLOGY) GRADE 1

SALARY
R1 550 331 per annum (A portion of the package can be structured according to the individual’s personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

CENTRE
Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Endocrinology. Registration with a professional council:
Registration with the HPCSA as Medical Specialist in Endocrinology. Experience:
A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Endocrinology.

DUTIES
Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Endocrine division. Plan and partake in the training of staff including registrars, medical officers, community service MO’s, interns and UCT medical students. Conduct and supervise research.

ENQUIRIES
Prof N Ntusi, Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

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

FOR ATTENTION
Ms B Alexander

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

CLOSING DATE
18 May 2018

POST 18/165
HEAD CLINICAL UNIT (GENERAL: PEDIATRICS) Rural Health Services

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

CENTRE
Paarl Hospital

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Paediatrics. Registration with a professional council:
Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience:
A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of

**DUTIES**
Function as the Head of the Paediatrics department (including Neonatology) with overall responsibility for all the Paediatrics services in the Geographical Service Area. Clinical service delivery in Paediatrics. Render an efficient and cost-effective Paediatrics service to patients managed by the institution and District Health Care Services in the district by balancing throughout with quality. Ensure effective and efficient management of the Paediatrics department with regard to clinical, human and financial resources. Ensure rational use of resources (medical or surgical sundries and equipment) and act as gatekeeper with the use of expensive resources. Academic teaching and audits in General Paediatrics. Plan and partake in the training of staff, including registrars, medical officers, community service MOs, interns, final-year medical students and nursing staff.

**ENQUIRIES**
Dr CSJ Louw, Tel No: (021) 860-2865

**APPLICATIONS**
Ms C Dawood

**FOR ATTENTION**
To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.

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

**CLOSING DATE**
18 May 2018

**OTHER POSTS**

**POST 18/166**
**PHARMACY SUPERVISOR GRADE 1**
Eden District

**SALARY**
R736 425 per annum, (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**
Mossel Bay Sub-district

**REQUIREMENTS**
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist and tutor. Valid (Code B/EB) driver’s licence. Ability and willingness to supervise, tutor and train staff. Willingness to do after-hours work and be on call. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.

**DUTIES**
Overall responsible for pharmaceutical service delivery in Mossel Bay Sub-district at a clinic in line with statutory requirements. Western Cape Government regulations and circulars. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Provide guidance and support for the implementation of quality management. Effective management of human resource functions for the pharmacy. Manage the budget and ensure compliance to financial prescripts with regard to the pharmaceutical and locum expenditure.

**ENQUIRIES**
Ms M Johnson Tel No: (044) 604-6132

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

**FOR ATTENTION**
Ms S Pienaar

**NOTE**
No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency assessment.

**CLOSING DATE**
25 May 2018
ASSISTANT MANAGER NURSING (HEAD OF NURSING)

Chief Directorate: Metro Health Services

SALARY: R499 953 (PN-A7) per annum
CENTRE: Wesfleur Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and application of regulations and policies. Ability to work effective in a management and multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).

DUTIES:
Effective and efficient strategic and operational management of Nursing, Household, Occupational Health, Infection control, and Linen Management Services. Effective and efficient People Management and People Development within the Department. Develop and monitor the implementation of policies, programmes regulations, practices procedures and standards pertaining to nursing care. Establish maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care. Manage and utilise physical and financial resources in accordance with relevant directives and legislation. Management and Promotion of Quality Assurance, Infection Control and Occupational Health and Safety.

ENQUIRIES: Dr Z McConey, Tel No: (021) 010-0947 EXT 8052
APPLICATIONS: The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
FOR ATTENTION: Mr JR Smit
NOTE: No payments of any kind is required when applying for this post.
CLOSING DATE: 18 May 2018

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (2 POSTS)

Chief Directorate: Metro Health Services

SALARY: R394 665 (PN-A5) per annum
CENTRE: DP Marais Hospital (1 post) and Brooklyn Chest Hospital (1 post)

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/ Degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to do shift work when required. Competencies (skills/knowledge): Knowledge of appropriate SANC rules and regulations. Knowledge of National Core Standards. Leadership and supervisory skills. Knowledge of policies and procedures applicable to the profession. Good interpersonal skills.

DUTIES:
Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Support to supervisor. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources.

ENQUIRIES: Ms S Ntsabo, Tel No: (021) 508-7406
APPLICATIONS: The Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital) Private Bag X2, Ysterplaat, 7405.
FOR ATTENTION: Ms C Walklett
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 25 May 2018
POST 18/169 : SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN MANAGEMENT

Chief Directorate: Metro Health Services

SALARY : R281 418 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Extensive and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Proven supervisory experience in public sector. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good computer literacy skills in (MS Office: Word and Excel). Good knowledge of LOGIS, BAS, Clinicom, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Sound knowledge of all financial systems: BAS, LOGIS, Clinicom and AR system.

DUTIES : Monitor, control and report expenditure and budget related issues. Manage and co-ordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance & SCM. Render a support function to management in terms of SCM, budget (expenditure & revenue control). Manage all Human Resource Management and related functions within the Finance, SCM and patient administration components.

ENQUIRIES : Ms Z van Schoor, Tel No: (021) 571-8046
APPLICATIONS : To the Manager: Medical Services, Wesfleur Hospital Private Bag X1, Reygersdal, 7352.
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 18 May 2018

POST 18/170 : ADMINISTRATION CLERK: ADMISSIONS

Cape Winelands Health District

SALARY : R152 862 per annum
CENTRE : Nkqubela Clinic, Robertson
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, PHCIS, Clinicom). Knowledge of Basic Routine Health Information System for Data Capturers.

DUTIES : Assessment of patients. Admissions and discharging of patients. Registering of patients on the Patient Administration System (PHCIS) s. Responsible for folder management – filing and retrieving of folder and the filing reports. Reporting of all MV’s to AFACI hotline. Responsible for handling patient telephonic enquiries and willingness to work in other clinics due to operational requirements.

ENQUIRIES : Ms E Pengelley, Tel No: (023) 614-8132 or (023) 626-8548
APPLICATIONS : The Manager: Medical Services, Langeberg Sub District, Private Bag x 617, Robertson, 6705.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018
POST 18/171 : HOUSEHOLD AID
Chief Directorate: Metro Health Services

SALARY : R90 234 per annum
CENTRE : Lentegieur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning, linen, stock and food related services. Inherent requirements of the job: Ability to do physical tasks and operate household equipment. Render a shift service on weekends and public holidays. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Ability to accept accountability, responsibility and to work independently. Basic knowledge of cleaning and laundry procedures. Ability to read, write and converse in two of the official languages of the Western Cape.

DUTIES : Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning of household equipment, sorting, unpacking and wash/sluice of dirty/soiled linen and patient clothing. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms D Lotz/B. L. McKay, Tel No: (021) 370-1340 or 370-1248
APPLICATIONS : To the Chief Executive Officer: Lentegieur Hospital, Private Bag X4, Lentegieur, Mitchell’s Plain, 7785.
FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

POST 18/172 : HOUSEHOLD AID
West Coast District

SALARY : R90 234 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household Supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius, Tel No: (022) 487-9228
APPLICATIONS : The Director: West Coast District office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 May 2018

POST 18/173 : CLEANER
West Coast District

SALARY : R83 766 per annum
CENTRE : Veldrift Clinic
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to work with machinery, equipment and to do hard physical work. Competencies (knowledge/skills): Good interpersonal, communication and organisational skills.
Ability to communicate in at least two of the three official languages of the Western Cape.


ENQUIRIES: Ms E Dietrich, Tel No: (022) 913-3223

APPLICATIONS FOR ATTENTION: To the Director: West Coast District office, Private Bag X15, Malmesbury. 7299.

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

CLOSING DATE: 25 May 2018