PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2018
DATE ISSUED: 25 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.

AMENDMENT: DEPARTMENT OF TRADE AND INDUSTRY: Kindly note that the post of Director: Environment and Energy Efficiency with Ref No: IDD/GREEN IND 016 advertised in vacancy circular 20 dated 18 May 2018, has been withdrawn.
## INDEX
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC EDUCATION</td>
<td>A</td>
<td>03</td>
</tr>
<tr>
<td>ENERGY</td>
<td>B</td>
<td>04</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM</td>
<td>C</td>
<td>05 - 06</td>
</tr>
<tr>
<td>GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)</td>
<td>D</td>
<td>07 - 08</td>
</tr>
<tr>
<td>HEALTH</td>
<td>E</td>
<td>09 - 11</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>F</td>
<td>12 - 16</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>G</td>
<td>17 - 18</td>
</tr>
<tr>
<td>OFFICE OF THE PUBLIC SERVICE COMMISSION</td>
<td>H</td>
<td>19 - 21</td>
</tr>
<tr>
<td>PLANNING MONITORING AND EVALUATION</td>
<td>I</td>
<td>22 - 23</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>J</td>
<td>24 - 31</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT</td>
<td>K</td>
<td>32</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>L</td>
<td>33 - 37</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>M</td>
<td>38 - 45</td>
</tr>
<tr>
<td>THE PRESIDENCY</td>
<td>N</td>
<td>46 - 47</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE STATE</td>
<td>O</td>
<td>48 - 49</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>P</td>
<td>50 - 55</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>Q</td>
<td>56 - 67</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>R</td>
<td>68 - 86</td>
</tr>
</tbody>
</table>
DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS

Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. 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

FOR ATTENTION: Ms M Thubane
CLOSING DATE: 15 June 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 ID and 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. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

POST 21/01: SENIOR LEGAL ADMINISTRATIVE OFFICER (REF NO: DBE/03/2018)
Directorate: Legal Services

SALARY: All-Inclusive remuneration package of R684 423 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised LLB degree and admission as Attorney or Advocate. Eight (8) years appropriate post qualification in legal experience. Credible management experience in the legal field with specific focus on drafting of legislation. At least six (6) to ten (10) years’ experience in handling litigation, drafting and vetting of contracts. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Management experience. Knowledge of civil procedure. Ability to work with electronic research tools. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours.

DUTIES: The incumbent will be responsible for Drafting and vetting of contracts, and other legal documents. Provide legal advice. Administer all litigation of the Department. Draft legal opinions. Advise and represent the Department in disciplinary and labour-related matters. Manage administrative enquiries.

ENQUIRIES: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012)357 3321
NOTE: Short listed candidate will be required to undergo a test and will be subjected to a security clearance.
DEPARTMENT OF ENERGY

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

FOR ATTENTION: Mr. D Mbokota/ Mr. T Kekana/ Peter Ndlovu

CLOSING DATE: 08 June 2018

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

OTHER POST

POST 21/02: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

SALARY: R266 611 per annum (Level 07)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Office Administration/Office Management and Technology/Public Administration coupled with one (1) year relevant experience. Plus the following competencies Knowledge of: Relevant Legislation/policies/prescripts and procedures, basic knowledge on financial administration. Skills: Excellent Interpersonal skills, Minute taking, Good telephone etiquette, exceptional organising and planning skills, ability to work independently and under pressure and in a team, Time management and pro-activeness, problem solving skills and results orientated, computer literacy(Microsoft Word, PowerPoint, Email, Internet and Excel). Communication: Good verbal and written skills. Creativity: Analytical, Information evaluation, Decision Making, Conceptual thinking, ability to do research and analyse documents and situation.

DUTIES: Provide secretariat/Personal assistant services to the manager. Render administrative support services. Provide support to the manager regarding meetings. Support the manager with the administration of the manager’s budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the applications thereof are understood properly.

ENQUIRIES: Ms M Mpuru ☎012 406 7330
ANNEXURE C

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

APPLICATIONS

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

FOR ATTENTION

Mr S Matshageng

CLOSING DATE

08 June 2018

NOTE

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

OTHER POSTS

POST 21/03

DEPUTY DIRECTOR: LABOUR RELATIONS AND HUMAN RESOURCE PLANNING

Directorate: Human Resource Management

SALARY

R657 558 - R774 576 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

Grade 12 and a three year National Diploma/Bachelor's degree in Labour Relations Management. Four (4) years relevant experience of which two (2) years must be at management level. Advanced analytical and problem solving skills. Knowledge of Employment Legislations and Public Service Regulatory Framework, Knowledge of Professional Ethics infrastructure in the Public Service. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written). A valid driver’s license and willingness to travel.

DUTIES

Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies
and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Provide Labour Relations training. Represent the Department in conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Labour Relations practices accordingly. Promote high standard of Professional ethics and Code of Conduct in the Department. Oversee, co-ordinate and manage the overall HR Planning, Recruitment and Selection Processes of the Department. Advice and consult with management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. Render expert advice on the screening of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department’s core mandate. Provide leadership / advice to management and line functions with regard to recruitment and selection processes. Coordinate, compile and submit HR Plan and HR Planning reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Compile weekly, monthly, quarterly and annual reports on Labour Related Cases and H/R Plan, Recruitment and Selection Processes. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES
Ms Zanele Ramatsebe Tel No: (012) 473 0472

POST 21/04 : PERSONNEL OFFICER: ETHICS
Directorate: Human Resource Management

SALARY : Commencing salary of R152 862 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a grade 12 and a National Higher Certificate (NQF 5) in the field of Human Resource/ Professional Ethics/ Social Science, Public Management and Administration or Development. At least one (1) year relevant experience. Relevant Public Service policies, procedures and processes. Computer and report writing skills. Data Capturing. Data and records management. Knowledge of PERSAL will be an added advantage. Excellent in Microsoft office software, Ability to analyse statistics, ability to work under pressure. Ability to function independently and work as part of the team. Strong personal and professional ethics. Good communication skills; Good interpersonal relations. Customer Service (Batho Pele Principles).

DUTIES : Facilitate disclosure of financial interests for the department. Register designated employees on the eDisclosure system. Evaluate completeness and accuracy on disclosed information. Verify applications of other Remunerative work. Administer Human Resource information system. Capture and update data on the computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Facilitate ethics meetings and produce accurate minutes. Retrieve information as and when required. Respond to all enquiries effectively, efficiently and professionally. Compile routine statistical information/reports.

ENQUIRIES : Ms Z Ramatsebe: Tel No: (012) 473 0472
The GTAC is an equal opportunity employer and encourages applications from women and people with
disabilities in particular. Our buildings are accessible for people with disabilities.
installation of the ICT network and telephony equipment including cabling and connectivity. Manage, in collaboration with NT-ICT, the GTAC internet domain registration, and administration and maintenance of the email address registry, email data limits and internet access controls and connectivity. Develop and implement maintenance schedules for the ICT network and connectivity including testing and issues resolution. Manage, in collaboration with NT-ICT, the development, circulation and implementation, as required, of ICT disaster recovery plans and processes. Manage the receipt of ICT desktop hardware and equipment. Prepare and distribute desktop hardware and equipment computers for use. Develop and implement cleaning and servicing maintenance schedules for desktop hardware and equipment. Manage the GTAC-ICT helpdesk call / visit logging, coding and escalation processes. Manage, in collaboration with NT-ICT or the DD: Systems Applications as relevant, the identification, investigation and resolution of hardware, network or server access or functioning issues and requests. Verify and obtain approval for the replacement or repair of equipment and hardware, and process claims where relevant. Maintain user query and/or request resolution records, and prepare user trends analyses reports. Manage, in collaboration with NT-ICT, the tracking, analysis, evaluation and reporting on the ICT network, desktop hardware and equipment usage, server usage, connectivity and performance, and security and maintenance of GTAC information. Develop and submit ICT incident reports and response plans to the DG: State Security Agency, the Auditor-General and such other authorities as the Head: GTAC considers appropriate. Manage the ICT desktop hardware and equipment inventory audits, and address and report findings. Prepare and submit ICT service delivery performance reports. Research and make recommendations for new ICT technologies and hardware, obtain approvals and administer the: Setting of up new equipment and upgrading of existing systems.

**ENQUIRIES**: Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HEALTH

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

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets; Pretoria.

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 11 June 2018 12:00 Mid-day

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 21/06: DIRECTOR: QUALITY ASSURANCE (REF NO: NDOH 29/2018)

Chief Directorate: Quality Assurance and Improvement
Directorate: Quality Assurance

SALARY: An all-inclusive remuneration package of R948 174 per annum [basic salary consist of 70% of total package, the State’s contribution to the Government Employees’ Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification (NQF 7) in health related field as recognised by SAQA. Post-graduate qualification in Quality Assurance and Improvement in the health field will be an advantage. At least five (5) years experience in middle/senior management, of which three (3) years should be in Quality Assurance and Improvement or related field in the health sector. Experience in the development of quality assurance tools. Proven experience of working with the Intergovernmental, Civil Society Organisations and Non-Governmental Organisations. Knowledge of the South African Health environment. Strategic management, people management and financial management skills. Technical ability for development of policies, tools and guidelines. Excellent communication (verbal and written), analytical and
negotiation skills. Proven organisational and project management capabilities. Ability to work under pressure and think creatively and strategically.

**DUTIES**
Develop, review and facilitate the implementation and monitoring of national policies for Quality Assurance and improvement. Monitor and evaluate the effectiveness of the quality assurance and improvement policies and programmes. Coordinate quality assurance and improvement projects and programmes. Manage and continuously improve patients’ complaints management systems. Develop, review and facilitate the implementation of the National Norms and Standards for health system. Coordinate the monitoring and evaluation system for the implementation of the national norms and standards. Facilitate the development of measuring tools to improve the quality of health care. Work with the provinces to resolve service delivery complaints that are brought to the attention of the National Department of Health. Work with the provinces to develop and implement guidelines and training programmes to build capacity in quality assurance and improvement. Coordinate the development of the relevant regulations in line with the National Health Act no 61 of 2003, as amended. Support the implementation of projects in the Branch towards the improvement work of quality of care and management of risk and audit queries. Coordinate the development and review of Strategic and Annual Plans.

**ENQUIRIES**
Mr R Morewane at Tel No: (012) 395 8757

**OTHER POSTS**

**POST 21/07**
**ASSISTANT DIRECTOR: CLINICAL CARE REF NO: NDOH 29/2018**

**SALARY**
R417 552 per annum (plus competitive benefits)

**CENTRE**
Chief Directorate: Tuberculosis. Directorate: Dots Strategy Coordination

**REQUIREMENTS**
A three-year Degree/National Diploma in Health Sciences. At least two (2) years’ experience in training and facilitation and in health programme management. Knowledge and understanding of clinical and programmatic management of TB and TB and HIV. Understanding of the public health system. Good communication (written and verbal), administrative, training, facilitation, project management, stakeholder management, monitoring and evaluation of projects or programmes, report writing and computer skills. Ability to work under pressure. A valid driver’s licence.

**DUTIES**
Ensure compliance with the standard treatment guidelines; provide technical support to districts on the implementation of appropriate model of screening, testing and treatment at facility and community levels. Strengthen TB prevention; coordinate the roll out of infection, prevention and control (IPC) strategies in health facilities, monitor the implementation of IPC in health facilities. Coordinate and conduct training; conduct reviews and updates of training manuals and reference materials, develop standard operating procedures for specific TB interventions. Supervision and support to districts; conduct support visits to priority districts to monitor programme implementation, plan and participate in the external programme reviews. Retention in care and uninterrupted drug supply; assist provinces and districts in the tracking patients lost to follow up, monitor patient referrals across districts and inter country and monitor drug stock levels in all districts.

**ENQUIRIES**
Ms T Tshithavhane Tel No: (012) 395 - 8913

**NOTE**
Indian, White and Coloured applicants are encouraged to apply.

**POST 21/08**
**ASSISTANT DIRECTOR: REVENUE REF NO: NDOH 27/2018**

**SALARY**
R417 552 per annum (plus competitive benefits)

**CENTRE**
Chief Directorate: Health Financing and NHI. Directorate: Revenue Related Services

**REQUIREMENTS**
A Degree/National Diploma in financial, accounting, economics, public management or business related qualification. At least three (3) years’ relevant experience in finance/revenue management related field at a supervisory level. Knowledge of the Public Finance Management Act (PFMA), Public and Private Health Industry and Medical Scheme Environment. Review of standard tariffs,
statistical and analytical database, collate revenue data and Health care funding. Experience in policy implementation. Good communication (verbal and written), organisational, supervision, report writing interpersonal and computer skills. Ability to work under pressure and be prepared to travel national wide. A valid driver's licence.

**DUTIES**

Financial reporting and monitoring of provinces; collect and capture revenue data from provinces, liaise with stakeholders in relation to issues affecting revenue matters. Monitor and report on relevant revenue performance information from provinces and compile a consolidated report to the Director. Provincial audit support; develop a pre-audit check list and reconciling with the previous audit outcome. Training and monitoring in Uniform Patient Fee Schedule (UPFS) and other revenue matters; coordinate the training across billing of all types of facilities levels, provide on demand training to all psychiatric, central and tertiary hospital on UPFS, admin and billing matters. Assist in reviewing the UPFS; consult with other state department i.e. STATSSA for current population of data. Providing help desk and other admin duties; assist in responding to parliamentary questions and hospitals for incorrect billing. Revenue generation and debt management; develop processes and compliance relating to revenue generation and debt management.

**ENQUIRIES**

Ms U Le Roux Tel No: (012) 395 - 8233

**NOTE**

Please note that candidates will undergo a competency test on the date of the interview. Indian applicants are encouraged to apply.

**POST 21/09**

FINANCE CLERK: REF NO: NDOH 26/2018
Chief Directorate: Financial and Management Accounting

**SALARY**

R152 862 per annum (plus competitive benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Senior Certificate or equivalent NQF 4 certificate with Accounting as a passed subject. At least one (1) year’ experience in a finance environment. Knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Departmental Policies and procedures. Good communication (verbal and written), analytical and computer skills (MS Office packages).

**DUTIES**

Shifting of funds; prepare submissions for approval of shifting, capture shifting of funds on BAS. Monthly reporting; request for each cost centre an expenditure control commitment report and a detail report on monthly basis, update monthly report register, keep record of unit’s submitting input. Budget process; capture ENE, Roll-over and AENE on BAS for all programmes, maintain budget on BAS as well as update applicable files. Management of risk and audit queries. Request detail and commitment reports on inconsistent and incorrect classifications for all programmes; safeguard assets allocated to official, distribute reports with accompanying memo. Month-end procedures for all programmes; compile and capture journals for outside offices, submit batches to internal control.

**ENQUIRIES**

Ms N Mbevhana Tel No: (012) 395 - 9735

**NOTE**

Coloured applicants and the people with disabilities are encouraged to apply.
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: 15 June 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 21/10: HUMAN RESOURCE MANAGEMENT LECTURER, REF NO: 2018/032

SALARY: R185 796 – R211 617 per annum (PL1) plus benefits as applicable in the Public Sector (College Appointment fixed term contract ending 31 May 2020)

CENTRE: Bambanani Campus


DUTIES: Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to 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. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects. Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports. Participate in subject related assessment...
and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career 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. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

**ENQUIRIES**: Mrs JSM Smith at (035) 902 9511

**POST 21/11**: COMPUTER LECTURER REF NO 2018/033 (X2 POSTS)

**SALARY**: R185 796 – R211 617 per annum (PL1) plus benefits as applicable in the Public Sector (College Appointment fixed term contract ending 31 May 2020)

**CENTRE**: Bambanani Campus

**REQUIREMENTS**: Recognised three-year Diploma/Degree in Information Technology/Information Systems or any qualification with Computers as a major subject/Module. Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator accredited. Three years teaching/training/industry-related experience. Valid driver’s licence

**DUTIES**: Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision; Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching; Maintain student attendance registers and produce student progress reports; Monitor the provision of resources to 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. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports; Participate in subject related assessment and moderation committees; Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage); Submit annual and term 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area; Participate in INSET courses and contribute subject specific teaching enhancements; Maintain and/or revise instructional material based on current industry trends; Represent the subject area at “open days” and other promotional events; Provide guidance and work related insights to students, parents and the general community. Student Guidance
and Support: Provide advice on subject related career 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; Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES
: Mrs JSM Smith at (035) 902 9511

POST 21/12
: ICT TECHNICIAN, REF NO: 2018/034

SALARY
: R183 558 per annum (Level 06) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)

CENTRE
: Bambanani Campus

REQUIREMENTS
: A recognised and appropriate three-year diploma or equivalent qualification in information technology. Three years’ experience in an information technology environment or an A+ Certificate. Valid driver’s licence. Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database applications, DOS and Windows operating systems, and integrated financial systems. Knowledge of microcomputer hardware repair. Experience with network hardware and operating systems, their installation and maintenance. Ability to communicate technical information in a non-technical manner and to work effectively with users with varying levels of expertise. Ability to develop end-user documentation. Knowledge of fundamental programming theories. Ability to diagnose and correct system problems. Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems. Proven experience in providing all levels of user and application support. Advantageous: N+ certificate.

DUTIES
: Hardware and Software Installation and System Maintenance: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries/directories and control the distribution and retention of data on various storage devices. Network Administration and Maintenance: Administer the WAN and LAN networks. Monitor and administer the usage of the internet. Information Technology and System Administration: Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backups. Web Support: Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met, security measures are in place and determine and address the impact of new requirements and programming changes required. Maintain web applications (e.g. integration, testing, maintenance and reporting).

ENQUIRIES
: Ms NNF Mdladla at (035) 902 9532

POST 21/13
: REGISTRATIONS AND EXAMINATIONS CLERK, REF NO: 2018/035

SALARY
: R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)

CENTRE
: Bambanani Campus

REQUIREMENTS
: Grade 12 certificate. At least one year’s experience in Coltech. At least one year’s general in general administration preferably examination activities. Proven computer literacy, including MSWord and MSExcel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. Advantageous: National Diploma in Financial Management or Business Management.

DUTIES
: Enrolment and General Administration: Comply with enrolment policies and procedures. Undertake pre-enrolment preparation of student information.
Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. Examination Administration and Coordination: Comply with examination policies and procedures. Provide administrative support during College examinations. Print certificates and issue external certificates. Conduct an analysis of results per programme/subject or student.

ENQUIRIES:
Ms NNF Mdladla at (035) 902 9532

POST 21/14:
STUDENT SUPPORT SERVICES ADMINISTRATION CLERK, REF NO: 2018/036

SALARY:
R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)

CENTRE:
Bambanani Campus

REQUIREMENTS:
Grade 12 or NC (V) Level 4 Office Admin or Equivalent. At least one year's experience with Student Support Services is required. Computer literate with proficiency in MSExcel and MSWord. Good administrative skills. Good communication (verbal and written), presentation skills. Able to pay attention to detail when processing data.

DUTIES:
Student Support: Perform front office duties at the student support centre. Maintain the reception area. Attend to visitors and clients. Operate calls for Student Support Services. Facilitate and provide administrative support in the SRC election processes. Assist with the implementation of wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.). Assist with outreach programme opportunities for students. Assist with student events organisation and administration. Maintain Student Support Services filing. Student Tracking: Establish and maintain an effective tracking system regarding students that have left the campus. Establish relations with surrounding businesses and arrange for the placement of graduate students where possible report on the status of students that have left the Campus. Financial Aid Administration: Process bursary application documentation. Receive and log all bursary applications and process to ensure all required information has been submitted. Notify student of application gaps and non-compliance. Update and maintain records of students’ progress for bursary administration purposes. Resource Centre Administration: Ensure access to and availability of resource centre facilities by overseeing usage. Set and implement standards of facility utilisation and general behaviour. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource needs and provide detailed motivations for acquisition. Assist students with using the centre equipment and library facilities. Assist in providing special academic assistance, special devices and physical access for students with special needs manage and facilitate the development and support of the students with special education and training needs.

ENQUIRIES:
Ms NNF Mdladla at (035) 902 9532

POST 21/15:
SENIOR ADMINISTRATION CLERK: TVETMIS, REF NO: 2018/037

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

CENTRE:
Chief Albert Luthuli Campus

REQUIREMENTS:
Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Broad knowledge of information management. Proven computer literacy, including MSWord and MSExcel. Proven statistical analysis. Knowledge of the: the DHET/College’s regulatory and legislative framework; general information administration and management principles, methodologies and procedures; public sector management reporting requirements; the Coltech system. Ability to operate database systems. Good record keeping and administrative skills. Valid driver’s licence. Advantageous: Relevant three-year tertiary diploma/degree, with computers. Coltech certification.
DUTIES

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

ENQUIRIES

Ms NNF Mdladla at (035) 902 9532
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS: National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand.

CLOSING DATE: 08 June 2018

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

OTHER POSTS

POST 21/16: DEPUTY DIRECTOR: JUDICIAL EDUCATION AND RESEARCH REF NO: 2018/156/OCJ

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

CENTRE: National Office

REQUIREMENTS: Grade 12 and LLB degree with at least 5 years’ experience in legal research; At least 3 years proven experience in a supervisory position; Proof of at least 1 publication in peer reviewed or accredited journal; LLM and a qualification in Project Management will be an advantage; Experience in working with governance or legislative structures and Committees; A valid driver’s license. Skills and competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.

DUTIES: Preparation of content for publications (Brochures, Newsletter, Articles) on continuing Judicial Education; Maintain and update database of Facilitators; Conduct training needs assessment; Conduct impact assessment on SAJEI programs; Conduct a review of Programme Content, Curriculum and Methodology of SAJEI workshops and seminars; Oversee legal research and monitor Law Researchers output; Identify regional and international best practices on Judicial Education; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Facilitate research into Judicial education; Develop and implement SAJEI Research Agenda.

ENQUIRIES: Ms L Mothemane Tel No: (010) 493 2500

POST 21/17: ASSISTANT DIRECTOR RISK MANAGEMENT: REF NO: 2018/157/OCJ

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

CENTRE: National Office: Midrand
**REQUIREMENTS**  
Grade 12 and a 3 year National Diploma/Degree in Risk Management/Commerce/Internal Auditing/Accounting; Minimum 3 years’ experience in Risk Management and 2 years at supervisory level will be an added advantage. Extensive knowledge of Public Sector regulatory environment specifically the PFMA, Treasury Regulations, as well as the Public Sector Risk Management Framework; knowledge of CURA or BARNOWL systems and King Report on Corporate Governance; A valid driver’s license; Experience in identifying new risks and rolling out risk management methodology; the successful candidate will be required to undergo a security clearance. Skills and competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Analytical skills; report writing and presentation skills; interpersonal skills, planning and organizing. Ability to pay attention to details.

**DUTIES**  
Participate in the development and implementation of Enterprise Risk Management (ERM) framework and supporting policies; Embed a risk management culture, risk awareness and anti-fraud awareness; Facilitate the compilation of Operational Risk Registers and the implementation of risk based Combined Assurance; Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks; Render secretariat services at the departmental Risk Management Forum; Provide guidance to subordinates where necessary; share knowledge, coach, lead, evaluate and monitor progress on implementation of action plans and provide feedback; draft reports; build relationships with other stakeholders; perform any other duties that may be expected from time to time. 

**ENQUIRIES**  
Ms L Mothemane Tel No: (010) 493 2500
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: 14 June 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 21/18: DIRECTOR: LITIGATION AND LEGAL SERVICES REF NO: D: LLS/05/2018

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 Law. A post graduate degree in Law and admission as an Attorney or Advocate will be an added advantage. Proven knowledge of and experience in Constitutional Law, Administrative and Procedural Law, Interpretation of Statutes, Law of Contracts, Civil and Criminal Procedure, Public Sector legislation and legislative processes. Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices. A minimum of 5 years’ experience at a Middle/Senior Management level. A minimum of 5 years post admission experience in legal practice or legal department in the public or private sector. A minimum of 5 years legislative drafting experience. Proven experience in leadership or managerial position in a legal environment. Appropriate experience in project management and financial management skills. Exceptional written and communication skills, including writing and drafting legislation. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Sufficient computer skills in the Microsoft Office Suite (Excel, Word and PowerPoint package). Proven managerial record. A Valid driver’s license.
**DUTIES**: Provide sound legal advisory services to the OPSC. Render formal and informal legal opinions. Formulate and draft complex, high level formal legal opinions and complex contracts of a commercial nature. Draft/Vet and manage contracts. Represent the Office of the Public Service Commission in Litigation matters and also manage litigation. Ensure legislative compliance. Liaise with the State Attorney’s Office and the Office of the Chief State Law Advisors. Draft MOUs and handle all PAIA matters. Draft primary and secondary legislation relating to the mandate of the PSC. Present draft bills and legislation to relevant forums.

**ENQUIRIES**: Ms F Viviers Tel No: (012) 352 1145

**POST 21/19**: PROVINCIAL DIRECTOR: NORTH WEST REF NO: PD/NW/05/2018

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

**CENTRE**: North West Provincial Office

**REQUIREMENTS**: A recognised Bachelor's Degree or equivalent qualification National Diploma/Bachelor's degree (NQF level 6/7) or equivalent qualification in Human Resource Management, Public Management/Administration, Law or Social Sciences. 5 years’ relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyse, summarise and comment on current debates in public administration. Experience in project management. Good Communication and Presentation Skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Suit e.g. Excel, Word and PowerPoint. A valid driver’s license.

**DUTIES**: Conduct Research, Monitoring and Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Service. Investigate grievances and complaints and make recommendations to the Public Service Commission. Advise the PSC on any matter regarding the execution of its mandate and performance of its function in the North West Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the North West Province. Submit contributions on the PSC’s work in the North West Provincial Office for inclusion in the Annual Report.

**ENQUIRIES**: Ms I Mathenjwa Tel No: (012) 352 1190

**OTHER POST**

**POST 21/20**: DEPUTY DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: DD: HRBP2/05/18

**SALARY**: All inclusive remuneration package of R779 295 - R917 970 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 undergraduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management,
Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage. A minimum of 5 years’ experience at an Assistant/Middle Management level. Experience in applied research methodologies; monitoring and evaluation; and project management. Minimum of 5 years’ experience in Human Resource Management operations. Experience in policy analysis and review. Excellent Communication skills with reference to report writing and presentation. Knowledge and application of the Public Service Human Resource Management regulatory framework (Public Service Act, Public Service Regulations), including other relevant Labour legislation and policy prescripts. Ability to work independently and in a team. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver’s license and willingness to travel.

**DUTIES**

Monitor and assess compliance with Public Service Leadership and Human Resource Management prescripts. Evaluate practices impacting on Public Service Leadership and Human Resource Management. Conceptualize and draft research proposals; conduct research and identify good practices; and prepare reports on Leadership and HRM practices and processes. Formulate proposals/recommendations to promote good Leadership and Human Resources Management practice. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Manage the execution of assigned projects. Prepare and make presentations to internal and external stakeholders. Provide professional advice on Leadership and HRM practices and the legislative and regulatory framework to departments and the Commission.

**ENQUIRIES**

Ms NA Kelengeshe Tel No: (012) 352 1146
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; www.dpme.gov.za

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 08 June 2018 @ 12:00 pm

NOTE: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS:
A Bachelor’s Degree (NQF 7) or equivalent in Social Science with at least 10 years experience in social sectors at policy and programme management level of which 5 years must be at Senior Managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. Competencies / Skills: Research, report writing project management and leadership skills. In-depth
knowledge of the legislative environment applicable to government and the
development, implementation and monitoring of related policies and
procedures; excellent financial, HR and strategic management skills. Good
interpersonal relations and written & verbal communication skills. A sound
knowledge of Microsoft Office and data analysis applications (especially
Microsoft Excel) are essential. Personal attributes: The incumbent must be
assertive and self-driven, innovative and creative, client orientated and
customer focused, solution orientated and able to work under stressful
situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful incumbent will be responsible to facilitate the coordination and
management of the Social Sector work stream for the National Planning
Commission. This entails managing, developing, reviewing and supporting
developed planning and implementation of the 5 year plans and NDP with regard
to the social sector and provide technical support to the NPC on social
transformation; Oversee the research agenda of the social sector in the NPC
to provide analytical reports and policy briefing documents for the NPC.
Oversee the implementation of information architecture for the NPC
knowledge management in respect of the social sector. Assist in facilitating
collaborative partnerships and stakeholder engagements for the NPC with
government, research community and civil society. Provide oversight, direction
and regulation in respect of strategic and annual performance planning in the
social sector and coordinate the implementation of Operations Management
Improvement Programmes to assist the social sector departments of
government to improve their efficiency and effectiveness.
Monitoring/recommending of the unit’s statutory responsibilities in terms of
PSA and PFMA. Managing/supervising of effective and efficient Human
Resources planning for the unit. Ensuring of effective and efficient
business/operational and annual performance planning for the unit and
ensuring of effective and efficient management/supervision of procurement,
equipment and facilities within the unit in a supportive role.

**ENQUIRIES**

Mr N Nolmlala, Tel No: (012) 312-0452
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: Applications can be submitted by clicking on the link to apply for the post above https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx.

CLOSING DATE: 08 June 2018 at 16:00

NOTE: DRDLR has launched an e-Recruitment System where applicants apply for a post on line. 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. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. All applicants must be South African 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.

MANAGEMENT ECHELON

POST 21/22: DIRECTOR: ICT PLANNING AND GOVERNANCE (REF NO: 3/2/1/2018/175)

Directorate: ICT Planning and Governance

SALARY: R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree or Advanced Diploma in Computer Science/Information Technology or equivalent qualification (NQF Level 7). Cobit, ITIL and ISO standards qualifications will be an added advantage. 5 years experience at middle management or senior managerial level. Job related knowledge: Risk management frameworks, ICT security best practice standard, Business continuity planning; Understanding of King VI; Corporate governance of ICT policy framework and the implementation approach thereof. Job related skills: Communication; Presentation; Financial, conflict and project management; Problem solving; MS Project Office. A valid driver’s license (code 08) and ICT background will be added advantage.

coordinate the development of ICT and recovery procedures. Develop and maintain ICT Disaster Recovery test plans.

APPLICATIONS
Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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 21/23: DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/176)
Directorate: Rural Enterprise and Industrial Development

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

CENTRE: Eastern Cape (OR Tambo/Alfred Nzo District)

REQUIREMENTS: Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme; Enterprise development; Research management; Local and provincial government; Understand and interpret strategic documents. Job related skills: Communication (excellent verbal and written); Negotiating; Marketing networking; Strategic management and leadership; Project management; Team management; Presentation; Conflict management; Budgeting and financial management. A valid driver's licence (code 08). Willingness to travel.

DUTIES:
Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilize resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and district IGR forums to present departmental programmes. Identify potential enterprise to be supported by the Department aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Organise primary cooperatives to register secondary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks programme in the OR Tambo and Alfred Nzo Districts. Ensure that the District committees are operational. Align district plans to the Agriparks programme. Identify projects aligned to the Agriparks programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

APPLICATIONS: Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney, 1st Floor, East London, 5201

NOTE: Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
POST 21/24 : SENIOR SUPPLY CHAIN PRACTITIONER: POLICY PERFORMANCE AND RISK MANAGEMENT (REF NO: 3/2/1/2018/177)
Chief Directorate: Supply Chain and Facilities Management Services

SALARY : R281 418 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Purchasing Management/Supply Chain Management/Public Administration/Financial Management. 2 years of experience in supply chain management environment. Job related knowledge: Public Finance Management Act; Supply Chain Management Framework; Treasury Regulations; Broad Based Black Economic Empowerment; Preferential Procurement Policy Framework Act (PPPFA); Departmental SCM procedures and policy and CIDB Act and Regulations. Job related skills: Communication (verbal and written); Analytical and innovative; Management; Computer literacy; Project management; Presentation. Team work and working under pressure. A valid driver's license (code 08).

DUTIES : Conduct Supply Chain Monitoring Compliance. Ensure pre audit function on daily basis in each and every SCM request in National Office. Ensure compliance on all SCM requests and ensure all is done in line with Treasury Regulations on daily basis. Ensure supply chain compliance monitoring, spot checks, site visitation in all Provinces. Ensure the SCM risk register is updated and all AG, IA findings are addressed in all Provinces. Submit compliance reports on SCM performance. Compile daily/weekly/monthly reports on SCM processes. Ensure all clerical functions are done in the office. Supervision of the junior staff. Update the workplans of junior staff. Conduct performance assessments as per public sector schedule. Update staff leave schedule. Ensure staff have a clear skills development schedule.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

Directorate: Operational Management

SALARY : R281 418 per annum (Level 08)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Bachelor's Degree/National Diploma in the field of Commerce, Human, Agriculture and Development Studies, Town Planning. 2-3 years experience in Restitution and 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, Knowledge of at least three local African languages will be an added advantage. Job related skills, Project management, Negotiation, Contract management, Leadership, Communication, Computer literacy, 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 : Research, validate and verify the Restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that Restitution projects are included in municipalities intergrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase,
packages land claims. Facilitate community participation in projects and write reports for submission. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage monitor and evaluate implementation of projects. Take responsibility of budgeting. Draw up detailed business plan. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.

APPLICATIONS: Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302

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

POST 21/26: SENIOR PROJECT OFFICER: POVERTY REDUCTION (REF NO: 3/2/1/2018/179)
Directorate: Rural Enterprise and Industrial Development

SALARY: R281 418 per annum (Level 08)
CENTRE: Western Cape (Cape Town Metro/West Coast)
REQUIREMENTS: Bsc in Agriculture/Bachelor of Social Sciences/Degree in Agricultural Economics/National Diploma in Agriculture/Degree in Development Studies NQF6 or NQF7. 2 years experience. Job related knowledge: Rural development; Social survey household profiling methodologies; Agricultural management; Cooperatives and enterprises; Regularise cooperatives into formal registered entities; Community facilitation; Stakeholder facilitation; Financial, contract and project management; Markets for enterprises and cooperatives support. Job related skills: Report writing; Computer literacy; Project management; Negotiation; Conflict management; Communication; Presentation. A valid driver's license (code 08).

DUTIES: Conduct household profiling; research, profiling in CRDP sites and land reform project. Identify households with CRDP sites, FPSU as well as land reform project to conduct households profiling. Conduct analysis of the outcomes of the households profiling conducted in the FPSU, CRDP sites and land reform projects. Write up the analysis of the household profiling on the NSIS system and qualitative report. Conduct extensive research on household profiling that will ensure information can be used for budgetary planning on municipal level as well as branches within the department. Support cooperatives and enterprise to ensure that they are legally registered and development of business plans. Ensuring that cooperative we support are legally registered and constitution is in place. Organise the training of the cooperatives. Assisting and supporting the cooperatives with the development of business plans. Ensuring that cooperatives are legally compliant but also are implementing the constitution as per the cooperatives act. Ensuring that all cooperatives have registration numbers, and have emblem of their cooperatives. Ensure that cooperatives are compliant with SARS and are submitting their AFS. Monthly workshops on the cooperatives act. Facilitate financial support, capacity building and mentoring of Rural Enterprises. Implement the business plans for cooperatives which the department will be supporting. Research other financial support which cooperatives can obtain to enhance cooperatives. Provide capacity support to cooperatives in the form of training. Mentoring the cooperatives which we support of various business methodologies that will make these cooperatives sustainable. Develop various sustainable models that will enhance cooperatives. Obtain markets for these cooperatives for their produce. Being actively involved in the overseeing of these cooperatives that will to ensure sustainability. Developing terms of reference in specification of projects. Sitting on the Bid Adjudication and Bid Evaluation committees. Provide support to District Agri-parks management committees and stakeholder engagement and attending of DJOC meetings. Provide secretariat support to the District Agri-parks Management Council. Provide transport and accommodation for the DAMC where necessary. Oversee the administration processes of the DAMC. Conduct workshop on the Terms of Reference of the DAMC. Facilitate the creation of jobs and skills development in the district.
APPLICATIONS: Applications can also be submitted by post Private Bag X10, Mowbray, 7705 or hand delivered to: Van der Sterr Building, Room G39, Rhodes Avenue, Mowbray, 7705

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


SALARY: R281 418 per annum (Level 08)

CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Survey Officer Certificate/National Certificate in Geomatics. 2 years relevant Cadastral Survey and GIS experience. Job related knowledge: Geographical Information Systems Software and fundamentals; Surveyor-General’s office procedures and processes; Cadastral Surveys. Job related skills: Analysing; Report writing; Interpersonal relation and Communication (written and verbal). A valid driver’s licence (code 08) will be an advantage.

DUTIES: Allocate parcel numbers. Reserve and/or check the reservation of parcel numbers electronically or manually. Frame cadastral documents (section 16 diagrams or compilation plans). Verify new cadastral surveys in relation to existing cadastral position by Noting diagrams and general plans prior to examination electronically or manually. Endorse and note beacon replacements and beacon/boundary agreements. Attend to the Technical examination of cadastral documents (Including Diagrams, General plans, Draft Sectional Title Plans).

APPLICATIONS: Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, Cnr Steve Biko and Stanza Bopape Street, Arcadia

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


SALARY: R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)

CENTRE: Western Cape (Mowbray/Cape Town)

REQUIREMENTS: National Diploma (NQF 6) in surveying/geomatics or cartography/GISc. Compulsory registration with SA Geomatics Council as a Technician. 3 years post qualification experience in geomatics. A valid driver’s licence (code 08). Knowledge of the following: Programme and project management; Survey legal and operational compliance and communication; Survey operational communication; Mobile equipment; Legal and operational compliance; Process knowledge and skills; Maintenance skills and knowledge; Geo-database design and analysis knowledge; Creating high performance organizational culture; Technical consulting; Survey design and analysis knowledge; Research and development; Computer aided survey applications; Imagery interpretation. Related skills: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, customer focus and responsiveness, communication, computer literacy, people management, planning and organizing, conflict management, negotiation, change management, report writing, literacy, understanding geo-spatial data and computer graphics environment, advanced computer literacy, interpersonal, time management, supervisory, analytical, facilitation resource planning, team management, ability to perform and apply quality control checks, ability to work in a high production environment.

DUTIES: Provide technical survey services and support. Provide technical services in terms of topographic compilation, maintenance, archiving and information supply of topographic information and submit for evaluation/approval by the relevant authority. Perform topographic survey and survey computations.
Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidates survey technician/ officers and related personnel and assets. Undertake research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

APPLICATIONS: Applications can also be submitted by post Private Bag X10, Mowbray, 7705 or hand it delivered to: Van der Sterr Building, Room G39, Rhodes Avenue, Mowbray, 7705

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


Directorate: Imagery and Topographic Data

SALARY: R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)

CENTRE: Western Cape (Mowbray/Cape Town)

REQUIREMENTS: National Diploma (NQF 6) in surveying/geomatics or cartography/GISc. Compulsory registration with SA Geomatics Council as a Technician. 3 years post qualification experience in geomatics. A valid driver’s licence (code 08). Knowledge of the following: Programme and project management; Survey, legal and operational compliance; Survey operational communication; Mobile equipment; Legal and operational compliance; Process knowledge and skills; Maintenance skills and knowledge; Geo-database design and analysis knowledge; Create high performance organizational culture; Technical consulting; Survey design and analysis knowledge; Research and development; computer-aided survey applications; imagery interpretation and analysis. Related skills: Strategic and leadership, problem solving, decision making, team leadership, creativity, customer focus and responsiveness, communication, computer literacy, people management, planning and organizing, conflict management, negotiation, change management, report writing, literacy, understanding geo-spatial data and computer graphics environment, advanced computer literacy, interpersonal, time management, supervisory, analytical, facilitation, resource planning, team management, ability to perform and apply quality control checks, Ability to work in a high production environment. Knowledge and application of legislation, policies and procedures: The Constitution; Good governance and Batho Pele principles; Labour and employment legislation; Public Service Regulations; Public Financial Management Act; Land Survey Act; Spatial Data Infrastructure Act; NGI standards and procedures.

DUTIES: Provide technical survey services and support. Provide technical services in terms of imagery acquisition and analysis, maintenance, archiving and information supply of topographic information and submit for evaluation/approval by the relevant authority. Perform imagery analysis and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Provide administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidates survey technicians/ officers and related personnel and assets. Undertake research and development. Continuous professional
development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X10, Mowbray, 7705 or hand it delivered to: Van der Ster Building, Room G39, Rhodes Avenue, Mowbray, 7705

**NOTE**

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

**POST 21/30**

**PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2018/183 (X2 POSTS)**

Directorate: Operational Management

**SALARY**

R226 611 per annum (Level 07)

**CENTRE**

North West (Mafikeng)

**REQUIREMENTS**

Bachelor's Degree/National Diploma in the field of Law, Social Humanities, Economics and Development. 1-2 years’ experience in restitution/land reform environment. Job related knowledge: Restitution of land rights; Land Reform and rural development; At least three local African languages will be an added advantage. Job related skills: Sound communication, negotiation and excellent report writing; Initiate and able to take responsibility and meet deadlines; Computer literacy; Ability to produce reports on a word processor; Ability to facilitate community meetings; Project management; Good networking; Report writing; Development facilitation; Ability to draft terms of reference for service providers; Ability to manage consultants; Willingness to travel, to spend extended periods in the field and work irregular hours; A valid driver’s license (code 08).

**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post Private Bag X74, Mmabatho, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, megacity, Mmabatho, 2735

**NOTE**

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

**POST 21/31**

**SECRETARY (REF NO: 3/2/1/2018/184)**

Directorate: Support Services

**SALARY**

R183 558 per annum (Level 06)

**CENTRE**

Limpopo (Polokwane)

**REQUIREMENTS**

Grade 12/Senior Certificate. Relevant working experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Job related skills: Good telephone etiquette, sound organizational ability, good interpersonal relations, basic written communication, language and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure as well as the willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion.

**DUTIES**

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

**APPLICATIONS**
Applications can also be submitted by post Private Bag X9552, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700

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

**POST 21/32**

**CADASTRAL OFFICER (REF NO: 3/2/1/2018/185)**
Office of the Surveyor General

**SALARY**
R183 558 per annum (Level 06)

**CENTRE**
KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS**
Grade 12/Senior Certificate plus Survey/Cadastral Officer Certificate. 2 years training according to Survey/Cadastral Officer's course requirements, including rotation through divisions. Job related knowledge: Computer literacy; Understanding of Spatial Data and functions of Surveyor- General Office. Job related skills: Good interpersonal relations; Communication (verbal and written); Organising; Computer software; Attention to detail.

**DUTIES**

**APPLICATIONS**
Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

**NOTE**
Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 08 June 2018 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POST

POST 21/33: ASSISTANT DIRECTOR: AUXILIARY AND FACILITIES SERVICES REF NO: CORP/SERV 09/18

SALARY: R334 545 per annum

CENTRE: Pretoria

REQUIREMENTS: The successful candidate will have a Bachelor Degree/National Diploma in Facilities or Accommodation Management or any relevant three year qualification in the specialized field. Minimum of three years’ experience in Building/Facilities or Accommodation Management. Computer literacy. Project management.


ENQUIRIES: Ms N Radebe, Tel No: (012) 394-1339
DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE: 11 June 2018

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

ERRATUM: kindly note that the post of Director: Airports & Airspace advertised in vacancy circular 20 dated 18 May 2018 with the closing date of 11 June 2018, was advertised with the incorrect Chief Directorate and Directorate, the correct Chief Directorate: Aviation Policy and Regulation and Directorate: Airports & Airspace and the closing date is extended to 18 June 2018. For any enquiries: Ms Karen Naidoo Tel No: (012) 309 3550.

MANAGEMENT ECHELON

POST 21/34: DIRECTOR: STAKEHOLDER MANAGEMENT (REF NO: DOT/HRM/33)
(Branch: Administration (Chief Operations Officer)
(Chief Directorate: Communication)

SALARY: All-inclusive salary package of R948 143 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 7 qualification in Communications / Marketing / Public relations with a minimum working experience of 5 years at MMS level. Note the following key competencies and attributes are essential: Extensive compilation of management reports. Knowledge of Public Finance Management Act. Extensive good communication skills (verbal and written). Good interpersonal and influencing abilities. Self-motivated, disciple, assertive, innovative and reliable. Knowledge of strategic management and business planning. Computer literacy. A Valid driver license. Wiliness to travel and work irregular hours.

DUTIES: The incumbent will be responsible to: Manage intergovernmental communication. Maintain professional and positive relations with other governmental departments. Develop stakeholder profile and database. Keep stakeholders informed on transport developments. Develop and implement a
Ministerial stakeholder, izimbizo and intergovernmental relations programmes. Manage entity and sector relations. Liaise with relevant stakeholder to ensure maximum communication coverage and effect. Manage marketing campaigns and events. Develop project plans with clear scope and project milestones for all events. Consolidate and manage calendar of events. Manage and control the directorate.

ENQUIRIES: Mr C Msibi; Tel No: (012) 309 3406

OTHER POSTS

POST 21/35: DEPUTY DIRECTOR: TRANSPORT APPEAL TRIBUNAL – INVESTIGATIONS AND RESEARCH (REF NO: DOT/HRM/34)

(Salary: All-inclusive salary package of R779 295 per annum)

CENTRE: Pretoria

REQUIREMENTS:
A recognised NQF level 7 qualification in Law with a minimum of 5 years’ experience in the legal services or related environment dealing with statutory bodies. Knowledge of public transport and related legislations will be an advantage. The following will serve as a recommendation: Excellent working knowledge of the NLTA and all other related legal statutes. Sound knowledge of Government protocol and processes. Knowledge of TAT Acts and Regulations. Sound knowledge of the PFMA and Treasury Regulations. Investigations and Research skills. Good communication skills (verbal & written), Report writing, Computer literacy. Good project management skills. Organising and planning skills, Excellent liaison skills and interpersonal skills, Good analytical, problem solving skills and observance of Batho Pele Principles, Negotiation skills, Training skills, Good facilitation skills, Monitoring and Evaluation skills.

DUTIES:
The successful candidate will: Manage and coordinate the implementation of promotion and awareness programme and activities affecting TAT Regulations by developing an awareness campaign on TAT Acts and Regulations. Ensure the development and implementation of effective communication strategies. Plan and design promotional/training material relating to TAT Acts and Regulations for Provinces, Municipalities, bus & taxi associations and other affected stakeholders. Liaise with both provincial and district municipalities regarding TAT mandate. Manage the review of the TAT Act and Regulations. Analyse appeals lodged against PRE’s, C-BRTA, NPTR, MRE’s, other Respondents, Objectors and Operators. Conduct field investigations and research on TAT appeals. Analyse Court decisions that impact on the TAT with the view of infusing the same to the Tribunal operations. Analyse complaints and trends by the stakeholders and register them and provide solutions. Prepare reports on the findings of issues raised by the public as required. Investigate pre and post appeals hearing assignments. Ensure compliance with all administrative requirements, regulations and rules pertaining to the Public Transport Branch. Provide inputs into the Budget of the Directorate. Develop operational standards and ensure their attainability & sustainability. Plan, organise and control activities pertaining to the component. Prepare and submit project reports regularly. Compile monthly, quarterly and annual reports. Manage the assets of the Sub-Directorate. Provide inputs and support with the compilation of the Annual report and Strategic plan, as well as the annual operational plan for the Sub-Directorate.

ENQUIRIES: Mr ZM Matebese Tel No: 012 309 3861

POST 21/36: DEPUTY DIRECTOR: CONTRACT MANAGEMENT (REF NO: DOT/HRM/35)

(Salary: All-inclusive salary package of R779 295 per annum)

CENTRE: Pretoria

REQUIREMENTS:
A recognised NQF level 7 qualification in Law with a minimum of 5 years’ experience in the legal services or related environment dealing with statutory bodies. Knowledge of public transport and related legislations will be an advantage. The following will serve as a recommendation: Excellent working knowledge of the NLTA and all other related legal statutes. Sound knowledge of Government protocol and processes. Knowledge of TAT Acts and Regulations. Sound knowledge of the PFMA and Treasury Regulations. Investigations and Research skills. Good communication skills (verbal & written), Report writing, Computer literacy. Good project management skills. Organising and planning skills, Excellent liaison skills and interpersonal skills, Good analytical, problem solving skills and observance of Batho Pele Principles, Negotiation skills, Training skills, Good facilitation skills, Monitoring and Evaluation skills.

DUTIES:
The successful candidate will: Manage and coordinate the implementation of promotion and awareness programme and activities affecting TAT Regulations by developing an awareness campaign on TAT Acts and Regulations. Ensure the development and implementation of effective communication strategies. Plan and design promotional/training material relating to TAT Acts and Regulations for Provinces, Municipalities, bus & taxi associations and other affected stakeholders. Liaise with both provincial and district municipalities regarding TAT mandate. Manage the review of the TAT Act and Regulations. Analyse appeals lodged against PRE’s, C-BRTA, NPTR, MRE’s, other Respondents, Objectors and Operators. Conduct field investigations and research on TAT appeals. Analyse Court decisions that impact on the TAT with the view of infusing the same to the Tribunal operations. Analyse complaints and trends by the stakeholders and register them and provide solutions. Prepare reports on the findings of issues raised by the public as required. Investigate pre and post appeals hearing assignments. Ensure compliance with all administrative requirements, regulations and rules pertaining to the Public Transport Branch. Provide inputs into the Budget of the Directorate. Develop operational standards and ensure their attainability & sustainability. Plan, organise and control activities pertaining to the component. Prepare and submit project reports regularly. Compile monthly, quarterly and annual reports. Manage the assets of the Sub-Directorate. Provide inputs and support with the compilation of the Annual report and Strategic plan, as well as the annual operational plan for the Sub-Directorate.

ENQUIRIES: Mr ZM Matebese Tel No: 012 309 3861
**SALARY**: All-inclusive salary package of R657 558 per annum (Level 11)

**CENTRE**: Pretoria

**REQUIREMENTS**:
- An appropriate recognized NQF Level 6/7 in Legal Administration / Contract Management / Supply Chain Management or related field as recognised by SAQA with at least 5 years’ experience in contract management, procurement management or project management. Preference will be given to candidates with the following knowledge and skills: In-depth knowledge of contract and project management and knowledge of the PFMA and Treasury Regulations relating to supply chain management, the PPPFA and supply chain management prescripts is essential. The applicant must have a high level computer literacy, communication skills (verbal and written), interpersonal, co-ordinating and organising skills.

**DUTIES**:
- The incumbent will be required to develop a contract management policy and periodically review contract management related policies, procedure and delegations, and oversee and ensure the implementation of the policies and against the Procurement Plan. Major ongoing duties include: Populate and manage a Contract Management System, manage the negotiation and termination of contract, maintain a database of contract, report monthly on contract awarded, ensure compliance with contractual terms (including the achievement of deliverables within stipulated timeframes and contractual terms), assist with the compilation of Terms of Reference, ensure that Terms reference meet the necessary requirements before bids are advertised (including deliverables linked to a payment schedule), make recommendations on pre-qualification criteria for preferential procurement, oversee the signing of contract. The incumbent will be an advisory member of the Bid Adjudication Committee. Prepare annual performance plans for the component.

**ENQUIRIES**: Ms R de Villiers Tel: (012) 309-3248

---

**POST 21/37**

**DEPUTY DIRECTOR: LOGISTICS MANAGEMENT (REF NO: DOT/HRM/36)**
- (Branch: Administration: Office of the Chief Financial Officer)
- (Chief Directorate: Financial Administration and Supply Chain Management)
- (Directorate: Supply Chain Management)

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

**CENTRE**: Pretoria

**REQUIREMENTS**:
- An appropriate recognized NQF Level 6/7 in Supply Chain Management / Logistics / Purchasing or related field as recognised by SAQA with at least 5 years’ experience in supply chain management and procurement management. Preference will be given to candidates with the following knowledge and skills: In-depth knowledge of the PFMA and Treasury Regulations relating to supply chain management, the PPPFA and supply chain management prescripts is essential. The applicant must have a high level computer literacy, communication skills (verbal and written), interpersonal, co-ordinating and organising skills.

**DUTIES**:
- The incumbent will be required to maintain (periodic reviews) logistics and asset management related policies and procedures, such as the Asset Management policy, inventory policy and Disposal Strategy and oversee and ensure the implementation of the policies and procedures. The incumbent will be responsible to manage and oversee two section that are responsible for logistics and asset management. Major ongoing duties include: Manage the Logis section and oversee the issuing of orders and payments to suppliers. Ensure the correctness of the Logis commitments register and Logis accrual register. Oversee leasing contract. Oversee the management of store and the receipt and distribution of inventory. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the assets register to transactions on the Basic Accounting System (BAS). The incumbent will be a members or advisor to the Loss Control Committee and the Disposal Committee. Prepare annual performance plans for the component and supervise staff.

**ENQUIRIES**: Ms R de Villiers; Tel No: (012) 309-3248
POST 21/38

DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF NO: DOT/HRM/37)
(Branch: Administration (Office of the Chief Operation Officer)
(Chief Directorate: Human Resource Management and Development)

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

A recognised NQF level 6/7 qualification in Human Resource Management with a minimum of 5 years practical experience in the field of Human Resource Administration, particularly conditions of service and benefits, of which three years are at supervisory level. Certificate for PERSAL Controllers – Extensive knowledge of the PERSAL system. The following will serve as strong recommendations: Sound knowledge and exposure to all applicable regulatory frameworks applicable to and impacting on personnel administration, e.g. PSCBC and GPSSBC Collective Agreements, Public Service Directives, Determinations, procedures, policies and rulings, reporting formats and procedures. Basic Conditions of Employment Act, PAJA, PAIIA, Public Service Act and Public Service Regulations, National Archives of South Africa Act, Public Finance Management Act, Code of Remuneration, Pension Acts and Rules, Relevant experience in the field of dealing with service conditions and benefits. Must be computer literate, particularly with MS suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical, attention to details and the ability to work effectively under pressure.

DUTIES

Provide strategic support to Director: Human Resource Management and Administration; Respond to human resource enquiries of a more strategic nature i.e. interpretation of policies and legislative framework, parliamentary questions, audit queries, research and liaison with other government departments. Manage the administration of service benefits by giving guidance in respect of service conditions and benefits; Ensure compliance with applicable prescripts governing service benefits, and ensure quality control of work. Monitor and evaluate policies and ensure compliance; Manage and administer Policy and Procedure in Incapacity Leave and Ill-health Retirement (PILIR) in the Department; Liaise with the Health Risk Manager and DPSA pertaining to PILIR and ensure the compilation of monthly and annual PILIR statistics. Participate in the development of operational plans of the Directorate; Participate with the development of human resource planning; Render expert advice on HR administration matters, policies and legislative framework; Oversee the completion of the eDisclosure of Financial Interests of all designated employees, for submission to the Public Service Commission; Perform the duties of an Ethics Officer, Management of PERSAL; perform all duties of a PERSAL Controller for the Department, Oversee and manage the Sub-directorate: HRA; oversee the management of employee records and document management system in HR Registry, compile inputs for Annual Report, Strategic documents, budget and Business Plan for the Sub-directorate.

ENQUIRIES

Mr P Mohlala, Tel No: (012) 309 3542

POST 21/39

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (REF NO: DOT/HRM/38)
(Branch: Administration (Office of the Chief Operation Officer)
(Chief Directorate: Human Resource Management and Development)

SALARY

R281 418 per annum (Level 08)

CENTRE

Pretoria

REQUIREMENTS

A Recognised NQF level 6/7 in Labour Relations / Public Administration/ Management / Human Resource Management with at least two years’ experience in Labour Relations environment. The following will serve as strong recommendations: Sound knowledge and exposure to all applicable regulatory frameworks applicable to labour relations, e.g. PSCBC and GPSSBC Collective Agreements, Public Service Directives, Determinations, procedures, policies, Basic Conditions of Employment Act, PAJA, PAIIA, Public Service Act
and Public Service Regulations, Public Finance Management Act, Relevant experience in the field of dealing with labour relations issues. Must be computer literate, particularly with MS suite. Applicant must possess the following skills: good written and verbal communication, interpersonal relations, problem solving and analytical, attention to details and the ability to work effectively under pressure.

**DUTIES**

Promote sound Labour Relations in the institution and ensure efficient management labour relations. Investigate and deal with less serious misconduct. Keep statistics of all disciplinary cases. Deal with conflicts / complaints from the Departmental Employees. Render advisory role in Progressive Disciplinary hearings and to investigating officers appointed by the Department. Handle grievances by receiving and acknowledging of grievances, update the aggrieved employees on progress and maintain the grievance register. Perform general office administration i.e. Send and receive faxes, e-mails, receive and dispatch items and do photocopying, type letters, agendas, minutes and other correspondences where necessary, obtain relevant quotes and order suppliers, administer travel arrangements (accommodation, travel, venues arrangements etc), provide secretariat support for meetings, organise meetings, workshops, seminars and conferences, prepare for meetings (arrange venues, refreshments, equipment and copy relevant literature), coordinate presentations for meetings / workshops / seminars / conferences. Facilitate exit interviews i.e. Prepare exit interview forms, conduct exit interviews, compile stats for all exit interviews conducted.

**ENQUIRIES**

Mr P Mohlala, Tel No: (012) 309 3542
APPLICATIONS

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

Gauteng: Please forward your application, quoting the post reference number, to The Provincial Head, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or Hand delivered at 285 Francis Baard Street, Bothongo Plaza East Building, 15th Floor. For attention: Mr PS Nevhorwa

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

Kimberly: Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For attention: Ms C Du Plessis

Tugela Pump Station / Grootdraai Pump Station (Standerton): Please forward your application, quoting the post reference number to the Area Manager, Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430. For attention: Ms PN Myeni

Usutu River (Heyshope Dam): Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 1004, Amsterdam 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource Office. For attention: Ms KE Thomo

Mbombela: Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela, 1200 or hand deliver at Prorom Building, Corner of Brown and Paul Kruger Streets, Mbombela. For attention: Mr MJ Nzima

Mmabatho: Please forward your application quoting the reference number to The Acting Provincial Head: North West, Department of Water and Sanitation, Private Bagx5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit 99 Ground Floor. For Attention: Mr MJ Ntwe

CLOSING DATE

08 June 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. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within three (3) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). “All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.
MANAGEMENT ECHelon

POST 21/40 : CHIEF DIRECTOR: STRATEGIC ASSET MANAGEMENT REF NO: 080618/01
Branch: NWRI
CD: Strategic Assets Management

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

DUTIES : The provisioning of strategic direction in the management of infrastructure assets. The provision of engineering support. The safety surveillance of civil, mechanical, electrical infrastructure. The management of dam safety rehabilitation. The management of conveyance systems rehabilitation. The provision of business planning and general management for the Chief Directorate.

ENQUIRIES : Ms Z Makhathini, Tel No: (012) 336 7305
APPLICATIONS : For purposes of response handling, please forward your applications for this post to the Department of Water and Sanitation, Private Bag X350, Pretoria,

POST 21/41 : DIRECTOR: REGULATION REF NO: 080618/02
DIV: Operational Integration KZN, Water Regulation and Use

SALARY : R984 174 (All inclusive package) (Level 13)
CENTRE : Durban


ENQUIRIES : Mr ACC Starkey Tel No: (031) 336 2700
APPLICATIONS : For purposes of response handling, please forward your applications for this post to the Department of Water and Sanitation, Private Bag X350, Pretoria,
OTHER POSTS

POST 21/42 : DEPUTY DIRECTOR: CAPACITY BUILDING (NORTH WEST) REF NO: 080618/03
Branch: Operational Integration, Water Sector Support

SALARY : R779 295 per annum (all inclusive package) (Level 12)
CENTRE : Mmabatho
REQUIREMENTS : A National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years experience on Junior Management level. Exposure to Strategic and operational plan, Policy implementation and monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in political science and policy. Disciplinary knowledge in public administration. Knowledge and understanding of design principles, techniques and tools. Writing skills and reviewing of correspondence. Good interpretation of government legislation.

DUTIES : The facilitation of the department and implementation of policies on water services delivery programmes. The development, co-ordination and align Water Services training and capacity building at Water Services Authorities and other Water Services Institutions. The fostering of relationships with civil society and the private sector. The creation of democratic water governance that is transparent, inclusive, coherent and equitable.

ENQUIRIES : Ms EL Bogopa, Tel No: 018 387 9500

POST 21/43 : SCIENTIST PRODUCTION GRADE A-C REF NO: 080618/04
Branch Planning and Information
SD: Streamflow Hydraulics

SALARY : R549 639 per annum (all inclusive OSD salary package)
CENTRE : Pretoria
REQUIREMENTS : A BSc Honours degree or equivalent qualification. Compulsory registration with SACNASP as a Professional Scientist (Proof must be attached). Three (3) years post qualification experience in hydrological and/or river hydraulics modelling. A valid driver’s licence. Service certificate if not employed by DWS Experience in usage of hydrological and hydraulic models used in South Africa. Knowledge of flood analysis. Basic understanding of meteorology and weather forecasts. Willingness to take part in extensive in-service training programmes; Willingness to travel extensively, do field work and work irregular hours; Strong communication skills; Technical report writing skills.

DUTIES : Configure and run hydrological and hydraulic flow routing models for flood monitoring and forecasting Issue flood warnings and provide technical input on floods in disaster management forums. Liaise with Dam Operators on operation of dams for flood control. Support DWA Provincial Offices on flood monitoring by assessing the performance and facilitating the maintenance of flood monitoring gauging stations and near real-time telemetry systems. To provide flood warning service to downstream riparian neighbouring states sharing the major river systems with South Africa. Develop, implement and maintain rapid flood management information dissemination and early warning systems Write technical reports and regular flood status update reports during floods. Train co-workers on the operation of real-time data flow data transmission, flood management and early warning systems. Research and development in the field of flood management.

ENQUIRIES : Mr Zacharia Maswuma Tel No: (012) 336-8784

POST 21/44 : CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: 080618/05
Operational Integration Mpumalanga
SD: Resource Protection

SALARY : R439 917 per annum (OSD)
CENTRE: Mbombela
REQUIREMENTS: A four-year degree or equivalent qualification in Natural Science and/or Environmental Science. Six years post-qualification experience. Knowledge of the National Water Act, 1998 (Act 36 of 1998) and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Experience in River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents. Management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external Department of Water and Sanitation staff and stakeholders. Computer literacy. A valid driver’s licence (certified copy must be attached). Good communication (verbal and written), presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

DUTIES: Implementation of the National Water Act, 1998 with focus on Resource Directed Measures (RDM). The implementation of the Reserve. Implementation and co-ordination of the Adopt-a-River Initiative (ARI) River Health Monitoring, conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the National office on ARI, reserve determination and implementation, River Health Programmes and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other DWS functions within the Regional Office such as licence applications and provide general technical and scientific support. Develop ToRs and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly and quarterly reports. Manage and ensure effective financial planning for water resource management.

ENQUIRIES: Mr S Kheva, Tel No: 013-759 7313

POST 21/45: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 080618/07 Branch: Operational Integration Gauteng CD: Provincial Operations

SALARY: R334 545 (Level 09)
CENTRE: Gauteng
REQUIREMENTS: National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation. Exposure in project management is highly recommended. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience of developing tools of monitoring and evaluation. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Exposure to departmental policies and procedures. Understanding of Governmental financial systems. Understanding of the Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability and ethical conduct. Valid driver’s license is essential (Attach certified copy).

DUTIES: Active involvement in the development of Business Plans, demand and risk management plan. Collate and coordinate monthly and quarterly progress reporting. Assist in the development of monitoring and evaluation tools. Develop and implement and organisational performance. Monitoring and evaluation systems aligned to policies, strategies, guidelines, directives and
ENQUIRIES: Mr P.S. Nevhorwa, Tel No: 012 392 1324

POST 21/46: INFORMATION TECHNOLOGY TECHNICIAN REF NO: 080618/08 (X2 POSTS)
Branch: Operational Integration KZN
DIV: Information Technology

SALARY : R334 545 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (Persal, BAS and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver’s license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.

ENQUIRIES: Mr P Buthelezi, Tel No: 031 336 2700

POST 21/47: INFORMATION TECHNOLOGY TECHNICIAN REF NO: 080618/09
Branch: Operational Integration Northern Cape
DIV: Information Technology

SALARY : R334 545 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. Certification in the following will be advantageous: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver’s licence (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competences: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and PowerPoint).
Ability to work under pressure. Good communication skills (verbal and written) Exposure to different business application platforms.

**DUTIES**: Manage calls logged on the call management system. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

**ENQUIRIES**: Mrs F Adamson Tel No: 053 830 8891

**POST 21/48**: SENIOR ADMINISTRATION OFFICER: TRANSPORT (GAUTENG) REF NO: 080618/10 Branch: Operational Integration Gauteng DIV Transport

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

**CENTRE**: Gauteng

**REQUIREMENTS**: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) - five (5) years experience in transport administration. A valid driver’s license (a certified copy must be attached). Computer literacy skills. Knowledge and experience of administrative procedures. Knowledge and understanding of the Road Traffic Act 93 of 1996 and the National Road Traffic Regulations of 2000. Knowledge of labour law, labour relations policies and dispute resolution processes, financial legislation. Problem solving and analytical skills. People and Diversity Management skills. Client orientation and Customer focus. Good interpersonal and communication skills and Supervisory skills. Ability to work independently and within predetermined time frames. Accountability and Ethical conduct.

**DUTIES**: Implement administrative procedures for the component. Analyze business plan of the component. Analyze procurement trends. Engage supplier regarding purchased materials. Control and manage the transport division. Supervise the following day-to-day administrative functions; processing of subsidized log sheets, management of leased fleet and departmental fleet management. Ensure that correct procedures are followed on issuing of vehicles. Ensure that the requested items are received and the services are rendered as requested. Implement policies. Develop action plan for the section. Supervise human resources. Check if the information is captured correctly on the system. Prepare itinerary documents for vehicles. Ensure vehicle inspection before issuing. Authorize payments. Capture logbooks on the system accordingly. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile and present monthly reports to Managers. Assist with the compilation of the budget. Ensure that Subsistence and Travel advances and oversees travelling claim expenses are checked. Do early warning systems. Advise management on good administrative practices. Provide feedback on identified administrative gaps.

**ENQUIRIES**: Mr PS Nevhorwa, Tel No: 012 392 1324

**POST 21/49**: PERSONAL ASSISTANT REF NO: 080618/11 Branch: Operational Integration Gauteng CD: Provincial Operations

**SALARY**: R226 611 per annum (Level 07)

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

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

**ENQUIRIES**: Mr PS Nevhorwa, Tel No: 012 392 1324

**POST 21/50**: PRINCIPAL WATER PLANT SUPERINTENDENT

**REF NO**: 080618/12

**Branch**: NWRI Central Operations

**SALARY**: R226 611 per annum, (Level 07)

**CENTRE**: Tugela Pump Station, Standerton


**DUTIES**: Operate pumps and equipment in the pump stations. Check faults report daily and have repaired daily. Determine stock levels required for operational purposes. Safeguard hazardous chemicals. Check laboratory results and do adjustments when necessary. The inspection of associated pipelines.

**ENQUIRIES**: Mr DJ Mbokazi, Tel No: 017 712 9340

**POST 21/51**: SENIOR WATER PLANT SUPERINTENDENT

**REF NO**: 080618/13

**Branch**: NWRI Central Operations

**SALARY**: R183 558 per annum (Level 06)

**CENTRE**: Grootdraai Pump Station


**DUTIES**: Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environments. Compile shift roasters for officials working on the readings. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

**ENQUIRIES**: Mr DJ Mbokazi, Tel No: 017 712 9340
POST 21/52  :  GENERAL WORKER II REF NO: 080618/14 (X 5POSTS)
Branch: NWRI Central Operations

SALARY  :  R90 234 per annum (Level 02)
CENTRE  :  Usutu River (Heyshope Dam)
REQUIREMENTS  :  ABET or equivalent qualifications. Ability to work under supervision and in a team. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general works including lawn care processes. Knowledge of the pruning and trimming processes and techniques. Basic knowledge of chemical use (Dilution/Mix) chemical product knowledge. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices.


ENQUIRIES  :  Mr MD Cholo Tel No: (017) 846 6000
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Mr K Futhane

CLOSING DATE: 08 June 2018

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

OTHER POST

POST 21/53: DEPUTY DIRECTOR: RISK, BUSINESS CONTINUITY AND ETHICS MANAGEMENT

Directorate: Risk Management

SALARY: R657 558 per annum

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate plus a recognised three (3) year National Diploma/Degree in Risk Management/Accounting/Internal Audit/Social Science or an equivalent qualification on NQF level 6. A minimum of three (3) years’ experience as an Assistant Director in the field of Risk and Ethics Management. Competencies: Professional, highly motivated, critical thinker who will be able to gather and analyse information skilfully; Have excellent interpersonal skills, organisational and planning skills and ability to work on multiple projects simultaneously; Have sense of urgency and ability to identify, analyse and resolve problems timely; Be able to work independently and as part of a team and also work well under pressure; Excellent telephone etiquette; Project Management skills; Effective oral and written communication skills; good office management skills; and ability to handle confidential matters and have integrity and be trustworthy. In depth understanding of the Public Service Regulatory Framework; Public Finance Management Act; Public Sector Risk Management Framework; Public Service Integrity Management Framework; Prevention and Combating of Corrupt Activities Act; Public Service Anti-Corruption Strategy; guidelines for Implementing Minimum Anti-Corruption Capacity Requirements in Departments. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modeling and leadership techniques. Monitoring and evaluation methods, tools and techniques.

DUTIES: The successful candidate will be responsible for facilitating the review of the Risk Management Policy and the frequent review of The Presidency’s Enterprise Risk Management Framework in line with the Public Sector Risk Management Framework. Reviewing the Risk Management Strategy; Developing an Integrated Risk Management Implementation Plan. Quality review of activities incorporated in the Risk Implementation Plan to ensure alignment to the Strategic Plan, Annual Performance Plan and the Unit Operational Plan. Disseminating Risk Implementation Plan to Internal Management structures for inputs. Monitoring effectiveness of work performed...
as per Risk Implementation Plan. Reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation plan. Reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation plan. Coordinate Business Continuity arrangements in The Presidency. Facilitate the review of the BCM policy and procedures. Conduct a Business Impact Analysis (BIA) to establish the business demands in terms of Recovery Time Objective (RTO) and Recovery Point Objectives (RPO) and a Business Continuity Risk Assessment. Liaise with BCM Champions to confirm the suitability and accuracy of Business Impact Analysis, continuity strategies and overall plan development. Develop status reports on continuity plans and prepare management reports as and when necessary. Ensure compliance with evolving regulatory requirements and industry standards. Coordinating of the Ethics Management Programme in The Presidency. Review the Anti-Fraud and Anti-corruption policy. Develop and review the Ethics and Fraud Prevention Strategy and Response plan. Conduct specific fraud detection reviews in some of the identified high fraud risk areas on a regular basis as well as awareness sessions on The Presidency’s Ethics Management Programme. Coordinate the submission of disclosure of Financial Interest by SMS members, MMS (levels 11-12) and OSD equivalent as well as Finance and Supply Chain Management employees. Manage other Remunerative Work outside the Presidency by employees and manage the possibility of other remunerative work performed by employees creating potential, perceived or actual conflict of interest. Report to the Ethics Committee all developments pertaining to the Ethics and Integrity Management Programme. Coordination of the Risk Management and Ethics Committees.

ENQUIRIES

Mr G Mahlangu Tel No: 012 300 5378
ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS : Head: Public Works and Infrastructure, Human Resources Management Directorate, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE : 08 June 2018 at 16H00

NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a CV. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 21/54 : DEPUTY DIRECTOR-GENERAL (REF NO: PWI 18/01)
Branch: Public Works, EPWP, Property Management and Security Services

SALARY : An all-inclusive package of R1 370 973 per annum (Level 15). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate under-graduate qualification (NQF level 7) as recognized by SAQA with proven managerial experience. 8-10 years of experience at a senior managerial level. Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. Management Competencies: Proven leadership, strategic planning and management skills and experience. Sound financial planning and management skills. Working knowledge of micro and macro management environment. Project management skills. Advanced skills in writing, communication, facilitation, co-ordination and presentation.

DUTIES : Provision of strategic direction and management in the development of capital works infrastructure and maintenance of provincial government building projects. Provision of strategic direction to the expanded public works programmes to facilitate poverty eradication and job creation. Monitoring and evaluating the implementation of strategic and operational plans and other policy interventions in the branch. Monitoring the attainability and sustainability of performance standards as reflected in the departmental strategic thrusts applicable to the branch. Provision of strategic direction on the utilization and development of the branch’s human capital. Liaising on strategic level on issues of public works, property management, expanded public works programmes, and security matters. Ensuring that financial resources and
designated funds from client departments are managed optimally. Overseeing the management of financial, human and other resources in the branch.

ENQUIRIES:
Ms G. Brown, Head of Department (Tel No: 051 492 3907)

NOTE:
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.
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za

NOTE: Requirement of applications: No late applications will be considered. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

POST 21/55: DEPUTY DIRECTOR GENERAL: PROGRAMME MANAGEMENT AND REGIONAL COORDINATION (REFS/002909)

SALARY: R1 370 973 per annum (All inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: NQF Level 8/Post Graduate Degree in any Built Environment field. Minimum of 8 - 10 years’ experience as a Professional Construction Project Manager. At least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. The following skills and Knowledge: Human Settlements Legislation and a Large scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS). Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.

DUTIES: Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services; and Ensure provision of corporate management and financial services to the region.

ENQUIRIES: Mr. J Zulu Tel No: (011) 355- 4631
CLOSING DATE: 22 June 2018, 12H00
OTHER POSTS

POST 21/56 : ASSISTANT DIRECTOR, MEDIA RELATIONS AND RESEARCH (REFS/002910)

SALARY : R334 545 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree or National Diploma in Journalism, Communications, Public Relations. Previous experience in the Public Sector environment will be an advantage. Knowledge of the PFMA. At least 3 year experience in the marketing, communications and media relations space. Excellent written and verbal communication skills. Fluency in English. Computer Literate. Have the ability to multitask and execute concepts under pressure. Willingness to go the extra mile in service delivery, including working over weekends and after hours.

DUTIES : Initiate and lead research into policy provisions and regulations in accordance with legislative prescripts. Develop content that will inform the department’s media relations strategy and programmes. Ability to identify and explore research topics that are relevant and can add and make a meaningful contribution to the department’s value chain. Pro-active preparation and packaging of knowledge and information that could be used by officials in community engagements. A thorough understanding of the South African media landscape as well as good media relations skills. Develop and utilise archiving platforms as an intellectual tool to support and facilitate a knowledge based centre of excellence. An understanding of the Batho Pele principles.

ENQUIRIES : Mr. T Mesha Tel No: (011) 355-4306
CLOSING DATE : 15 June 2018, 12H00

POST 21/57 : SENIOR INSPECTOR: QUALITY ASSURANCE AND TECHNICAL SUPPORT (REFS/002915) (X2 POSTS)

SALARY : R334 545 per annum
CENTRE : Johannesburg

DUTIES : To conduct inspections on subsidy houses and ensure that housing products delivered comply with quality standards as regulated by statutory and regulatory frameworks – National Building Regulations (NBR) and the National Home Builders Registration Council’s (NHBRC) Home building manual. To monitor and report on the quality of workmanship, materials and structural integrity for compliance with regulations Conduct on-going research on latest building materials, products and building processes. Advice contractors and Regional Teams on quality standards in line with the Departments construction norms & standards.

ENQUIRIES : Ms Maseko - Seipobi Tel No: (011) 355 - 4896
CLOSING DATE : 15 June 2018, 12H00
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: 08 June 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. 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 21/58: DEPUTY DIRECTOR – RISK AND COMPLIANCE AUDIT
Directorate: Gauteng Audit Services (GAS)

SALARY: R779 295 per annum (All-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: A three year tertiary qualification (NQF Level 7) as recognized by SAQA in Internal Auditing or Accounting or four year Btech degree with majors in Accounting or Auditing, 6 years’ experience in Internal Auditing environment, 3-5 years junior management experience or Assistant Director level.

DUTIES: Planning of the projects in the cluster; Preparation of budgets and resource plans to meet the requirements of the approved audit plan; Supervision of a pool of multi-skilled auditors; On the job supervision, mentoring, coaching, motivating and training of team members; Implementation of the Risk Assessment process in the cluster; Implementation of the audit plan for the cluster; Liaison with team members at the planning, execution and reporting phases of each internal audit; Appraisal and evaluation of the performance of team members and drawing up a development plan; Review and sign off audit working papers and files to ensure compliance to methodology and standards; Review of the audit findings and the draft report; Interviews/meetings with the clients as and when is required; Compliance with GAS administrative requirements; Review of time records to monitor time spent against work done; Control of the day to day running of the project; Provision of input to the client manager for the overall management of the cluster; Implementation and management of a risk based audit approach; Identification of specialist skills required for audit projects and communication of these to the client manager/specialist functions; Preparation of weekly progress reports for
ENQUIRIES : Ms Bulelwa Mtshizana Tel No: 011 227 9000

POST 21/59 : DEPUTY DIRECTOR – STATUTORY DEDUCTIONS MANAGEMENT
Chief Directorate: Provincial Accounting Services

SALARY : R657 558 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF Level 7) as recognised by SAQA in Accounting or equivalent, 3 - 5 years junior management experience or ASD within finance environment. Experience in implementation of projects OR continuous improvement initiatives. Project Management qualification will be an advantage.

DUTIES : The incumbent will be responsible for; management of operations within Statutory Deductions Management. Ensure that all salary related suspense accounts on a regular basis are reconciled and cleared within the set timelines. Ensure timeous submission of monthly declarations, bi-annual Tax & UIF reconciliations to SARS and to department of labour. Facilitate distribution of employees IRP5 to GPG employees. Implement SDM projects as project member or change management manager with the view of ensuring continuous improvement and modernisation of public service. Provide CFO's, HR & Finance managers in GPG departments with monthly management, reports in relations to Statutory Deductions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Recover Interdepartmental debts and facilitate payments to 3rd party creditors.

ENQUIRIES : Ms Tshiamo Sokupha Tel No: 011 227 9000

POST 21/60 : DEPUTY DIRECTOR – MUNICIPAL BUDGETS
Chief Directorate: LGFS

SALARY : R657 558 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Local government finance. 3 - 5 years' experience at Junior Management level/Assistant Director and Finance/local government environment.

DUTIES : To assist and advise the delegated municipalities on the preparation and implementation of the annual budgets. Assess the approved municipal budgets, tabled municipal budgets, annual adjustment budgets, monitor, and report on the state of expenditure of municipalities. Ensure compliance to mSCOA reporting through the tabled, approved and adjusted budget reporting. Engage with all relevant stakeholders to ensure that reporting needs and requirement are addressed. Conduct midyear budget performance (section 72) assessment and share inputs for adjustment budget process. Conduct the liquidity and cash flow projections of municipalities through cash flow budget assessment Verification process on Audited, MTREF budget figures and Adjustment budget figures to assist National Treasury’s to collate credible and reliable figures in the local government budgets and expenditure review publication which covers a spectrum of 5 years financial overview. Prepare budget assessments letters for delegated municipalities, this with the aim to highlight the progress made by municipalities to implement government programmes and also to suggest future plans which can be executed by municipalities to improve the lives of the citizens. Present findings and recommendations made to municipalities. Collect and review and provide inputs to IDP’s (draft and final). This serves to assess the municipalities’ financial viability from a planning perspective. Provide inputs about LG data into Social Economic Review Outlook (SERO) and MTPBS. Compile a quarterly consolidated withdrawals statement and ensure submission to National Treasury. Conduct the annual Service Delivery and Budget Implementation Plan assessments for delegated municipalities. This links
together the financial and non-financial municipal information. Monitor the municipalities’ level of compliance to cost containment measures. Review of the budget related policies to establish the level to which they influence the annual budgets. Participate in Municipal related Fora including National Treasury’s Reforms Forums, and CFO’S.

ENQUIRIES: Ms Tshiamo Sokupha Tel No: 011 227 9000

POST 21/61: DEPUTY DIRECTOR – FINANCIAL ACCOUNTING
Chief Directorate: Provincial Accounting Services

SALARY: R657 558 per annum (All-inclusive package)
CENTRE: Johannesburg

REQUIREMENTS: A relevant three year tertiary qualification (as recognised by SAQA) NQF level 7 in Accounting. 3 - 5 years relevant financial accounting experience and 3 years at Assistant Director/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.

DUTIES: The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and provide feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements. Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.

ENQUIRIES: Ms Baleseng Sedibe Tel No: 011 227 9000

POST 21/62: DEPUTY DIRECTOR – NORMS AND STANDARDS (MONITORING AND COMPLIANCE)
Chief Directorate: Provincial Accounting Services

SALARY: R657 558 per annum (All-inclusive package)
CENTRE: Johannesburg

REQUIREMENTS: A three year tertiary qualification as recognised by SAQA (NQF level 7) in Finance/Auditing/Risk. 3 year’s experience as an Assistant Director/ at Junior Management level. 3 year’s experience in the Finance/Auditing/Risk. Public Sector experience will be an added advantage.

DUTIES: To enforce and monitor compliance with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and any other Legislation. Support GPG departments to adhere to compliance requirements. Assist departments with the preparation, identification and monitoring of the Compliance Risk Assessments. Analyse and advise on PFMA requests. Ensure appropriate and correct interpretation of the PFMA, Treasury
Regulations and any other Legislation. Provide training to departments when requested or when a need is identified by the compliance unit.

ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000

POST 21/63 : ASSISTANT DIRECTOR – FAMS (X2 POSTS)
Chief Directorate: Provincial Accounting Services

SALARY : R334 545 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3-year tertiary qualification, National Diploma in Finance/Accounting
3 years’ experience in the Finance/Accounting and/or related field at an administrative level.
DUTIES : Manage the Maintenance of effective relationships with customers of Allocated P card and E-Invoicing sites. Manage training and support of all P Card users (P Card Holders and Administrators) E-Invoicing users and EIS _ Electronic Invoice. Manage the implementation of P Card as identified by entities. Manage Monthly Recon of P-Card statements for allocated sites and QA and Uploading of P Card Supplier Inventories. Manage the technical support team for projects (E-invoicing and P-card). Manage the processing team and minimize risks to ensure that team adheres to FAMS Internal Controls and procedures.

ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000

POST 21/64 : REGISTRY CLERK
Chief Directorate: Corporate Services

SALARY : R152 862 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. 1 year experience in the public sector.
DUTIES : To maintain and ensure the smooth operation of the Registry office in the department. Handles the filing system with regard to Personnel matters in the registry office. Sort all documents alphabetically. Ensures that all documentation are filed on the relevant files. Creates new files as requested. Receives and records transfer of files within and outside the department. Ensures surname changes were reflected on files in regard to marriage status. Attends to personnel staff queries immediately. Monitors the movement of files. Dispose files according to the National Archives Act of SA. Receives, sorts and distributes incoming mails.

ENQUIRIES : Ms Tshiamo Sokupha Tel No: 011 227 9000
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Mrs. M. Chandulal

CLOSING DATE: 08 June 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. 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 23/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

MANAGEMENT ECHELON

POST 21/65: MEDICAL SPECIALIST – GENERAL SURGERY (GRADE 1, 2, AND 3) REF NO: GS 23/18
Component: General Surgery

SALARY: Grade 1: R991 857 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 134 069 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 3: Medical Specialist R1 316 136 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE: Greys Hospital Pietermaritzburg Metropolitan Hospitals Complex

REQUIREMENTS: Senior Certificate, Appropriate qualification in Health Science (MBChB degree or equivalent), Current registration (2018/2019) with HPCSA. Appropriate academic qualification registerable with Health Professions Council South Africa as a Specialist Surgeon.
Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist.
Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline.
Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline.
Knowledge, Skills, Training and Competency Required: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery.
Sound knowledge of Human Resource management. Financial Management - monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable
mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

**DUTIES**

Participate in the delivery of in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale hospital. Inter-disciplinary coordination of the management of general surgery patients. Supervision of the surgical trainees rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour of undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

**ENQUIRIES**

Dr V Govindasamy Tel No: 033 897 3379

**NOTE**

This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received.

**OTHER POSTS**

**POST 21/66**
MANAGER PHARMACEUTICAL SERVICES DEPUTY REF NO: PHARM 02/2018

**SALARY**
R920 703 per annum (all inclusive package) 12% Inhospitable Allowance

**CENTRE**
Ladysmith Regional Hospital

**REQUIREMENTS**
Senior certificate/Grade 12 or equivalent. Basic qualification accredited with the SAPC that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Current registration (2018) with the SAPC as a Pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC (excluding community service), Plus Three years (3) managerial experience in a Pharmaceutical environment. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Pharmaceutical Services, Policies and procedures. Extensive experience in the Management of a Pharmacy. Good communication, team building, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity in the section. Ability and willingness to supervise, tutor and train staff. Knowledge of Financial Management. Knowledge of Human Resource Management. Appropriate clinical and theoretical knowledge. Understanding of relevant Acts, Regulations, the Essential Drug Program and National Drug Policy. Computer literacy (MS Word, Excel, PowerPoint and Outlook) including knowledge and experience in Rx Solutions. Knowledge of the principles, functions and operations of a Pharmaceutical and Therapeutics
committees. Good understanding of the ARV treatment program. Knowledge of Batho Pele Principles

**DUTIES**: Overall responsibility for pharmaceutical service delivery at Ladysmith hospital and surrounding clinics in line with statutory requirements, KwaZulu Natal regulations and circulars. Implementation of the Good Pharmacy Practice Rules. Manage and ensure effective drug supply management (Procurement, storage, control and distribution of pharmaceuticals) for ARV and general medicines in the hospital. Formulate policies and procedures for Pharmaceutical services and ensure they are in accordance with current statutory regulations and guidelines. Responsible for Human Resources Management and Development and Financial Management in the Pharmacy Department. Responsible for Pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure. Conduct service assessments, develop and implement a quality improvement program for the Pharmacy. Manage and provide professional advisory services to other healthcare workers, including training and development of pharmacy staff. Compile reports for submission to the Hospital Management, District Office and Head Office. Represent the pharmacy department at management level (meetings, strategic planning) and control and manage resources within the pharmacy. Assist the Medical Manager with co-ordination of the Hospital Pharmaceutical and Therapeutics committee.

**ENQUIRIES**: DR M.E Pule Tel No: 036-6372111
**APPLICATIONS**: all applications should be forwarded to: The Hospital Manager: Applications; Ladysmith Hospital; Private Bag 9928; Ladysmith; 3370
**CLOSING DATE**: 29 June 2018
**POST 21/67**: **MEDICAL OFFICER OBSTETRICS AND GYNAECOLOGY REF NO: MED 05/2018 (X3 POSTS)**

**SALARY**: Grade 1: R736 425 – R793 341 per annum. (All-inclusive package)
Grade 2: R642 028 – R920 703 per annum. (All-inclusive package)
Grade 3: R977 199 – R1 221 723 per annum. (All-inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

**CENTRE REQUIREMENTS**: **Grade 1**: Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer. **Grade 2**: Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. **Grade 3**: Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. Knowledge, Skills, Training and Competencies Required: General skills as a Medical Officer is required. Ability to work in multi-disciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship with a diverse community. Ability to make a difference. Program planning, implementation and evaluation. Information management. Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills.

**DUTIES**: Manage all obstetrics and gynaecology out-patient conditions with minimum supervision. Perform basic obstetrics and gynaecology surgery with supervision by consultant Obstetric and Gynaecologist. Admit, manage, discharge and follow-up all obstetrics and gynaecology cases as necessary. Study towards a Diploma in obstetrics and gynaecology or Part 1. Facilitation of staff training and on-going medical education. After-hours participation in call rosters. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Maintain sound medical records.

**ENQUIRIES**: DR. M Pule Tel No: 036 6372111
**APPLICATIONS**: all applications should be forwarded to: The Hospital Manager: Applications; Ladysmith Hospital; Private Bag 9928; Ladysmith; 3370
CLOSING DATE: 29 June 2018

POST 21/68: MEDICAL OFFICER EMERGENCY DEPARTMENT GRADE 1/2/3: REF NO: NDH 17/2018
Cluster: Emergency Unit

SALARY: R736 425 - R977 199 All inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE: Northdale Hospital: Pietermaritzburg

REQUIREMENTS: Matric certificate or equivalent, MBCHB Degree or equivalent Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as an Independent Medical Practitioner and Appropriate clinical experience depending on the grade for which you are applying (see below) A post graduate qualification in an appropriate field would be an advantage. ATLS, ACLS and or Pediatrics Life Support will be an advantage. Grade 1: MBCHB degree or equivalent qualification plus, Post Community service, Registration Certificate with Health Professions Council of SA as an Independent Medical Practitioner, Current registration with Health Professions Council of SA as a Medical Practitioner. Grade 2: MBCHB degree or equivalent qualification plus Registration Certificate with Health Professions Council of SA as an Independent Medical Practitioner. Current registration with Health Professions Council of SA as a Medical Practitioner, 5 years experience after registration with HPCSA as a Medical Practitioner 6 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service. Grade 3: MBCHB degree or equivalent qualification plus, Registration Certificate with Health Professions Council of SA as an Independent Medical Practitioner. Current registration with Health Professions Council of SA as a Medical Practitioner, 10 years experience after registration with HPCSA as a Medical Practitioner, 11 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and skills in Emergency Medicine including advanced adult and pediatric resuscitative measures. Ability to diagnose and manage common medical problems and emergencies in all disciplines including acute and chronic conditions. Ability to teach and supervise staff at all levels – Including Junior Medical Officers and Interns, Nursing personnel in the Emergency Medicine Department. Good communication skills, leadership and decision making qualities. Must be able to work in a challenging and highly stressful environment. Provide Team Work; and ability to manage conflict resolution. Good sound assessment, diagnostic and management skills. Sound knowledge of relevant ethical and medico-legal issues.

DUTIES: Manage patients presenting to district level Emergency Department. Ensure to complete their own J88 forms as soon as possible and represent the institution in medico-legal cases as required. Participation in the after-hour overtime duties is compulsory. Perform duties as delegated by supervisor of the Emergency Department. Maintain accurate medical records in accordance with legal and ethical standards. The following Learning opportunities are available, Supervision by an Emergency Physician with “On the floor teaching” Advanced Airway Management and ventilation techniques including invasive and non-invasive ventilation. Evidence based protocol driven management. Opportunity to conduct research in the unit Preparation to enter the fellowship and or Diploma in Emergency Medicine. The Unit is accredited for DipPEC and Registrar Training.

ENQUIRIES: DR P Ramraj Tel No: 033 - 3879022 / 0826504864
APPLICATIONS: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
FOR ATTENTION: Dr Mag Molla
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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is African male. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE: 08 June 2018

POST 21/69: OPERATIONAL MANAGER: SPECIALITY ORTHOPAEDIC NURSING REF NO: NDH 12/2018
Cluster: Nursing Department

SALARY: R499 953 – R562 698
Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE: Northdale Hospital: Pietermaritzburg

REQUIREMENTS: Senior certificate / grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Orthopaedic Nursing Science. Current registration with SANC as a general nurse, midwifery and Orthopaedic Nursing Science. A minimum of 9 years of appropriate and recognizable experience in nursing after registration as a Professional Nurse with SANC with General Nursing. At least 5 years of the above period must be appropriate recognizable experience in Orthopaedic Nursing after obtaining registration. Knowledge, Skills, Training and Competencies required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Knowledge of the District Health Care system and referral pathways. Good communication, leadership, interpersonal and decision making and problem solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. Knowledge of the challenges facing the public health sector. Knowledge of Labour relations and handling grievances and disciplinary procedures.

DUTIES: Demonstrate effective communication with patients, supervisors, other Health. Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, with staff of diverse Intellectual, cultural, or religious differences at a supervisory level. Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit. Ensure and monitor implementation and evaluation of all services including priority programmes,
National Core Standards, Quality Improvement, Infection Control and Disaster Management. Provide relevant information to all health care users to assist in the achievement of optimal emergency care. Manage and monitor effective utilization of human, financial and other resources entrusted to you. Monitor staff absenteeism and management of grievances and disciplinary matters. Monitor patient waiting times and the flow of patients in the unit. Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment. Assist with administrative duties in the Assistant Nursing Managers office for day or night duty as the need arises. To identify high risk situations to prevent patient safety incidents. To be involved and assist other staff members in clinical management of clients. Able to manage own work, time and that of junior colleagues to ensure proper Nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service deliver. Monitor implementation of EPMDS.

ENQUIRIES: Mrs J Webster Tel No: 033 387 9010
APPLICATIONS: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. J Webster
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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided on the Z83 form. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

CLOSING DATE: 08 June 2018
POST 21/70: OPERATIONAL MANAGER (GENERAL STREAM) REF NO: SMH 02/2018)
Directorate: Clinical
SALARY: R394 665 per annum (plus 13th cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements), & 12% rural allowance
CENTRE: UMzimkhulu
REQUIREMENTS: Matric/Standard 10/Grade 12 or equivalent qualification. National Diploma/Degree in General Nursing Science and Midwifery. Registration with SANC as General Nurse (Current South African Nursing Council receipt-license to practice 2018). Driver’s License. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and midwifery with the SANC in General Nursing.
Certificate of service endorsed by HR Experience in TB/HIV/AIDS Management. Recommendation: HIV/AIDS Certificate/Diploma. MDR-TB Management. Thorough knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients’ Rights Charter, Batho-plele principles, PFMA. Operational Management skills, Ability to interact with diverse stakeholders and healthcare users and givers, Good communication skills, Report writing skills, facilitation skills, Coordination skills, liaison skills, Networking, Problem solving skills, Information Management, Planning and organizing skills, computer literacy skills, Values/Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperative, team player, Supportive, Assertive.

**DUTIES**

- Manage and monitor proper utilization of human, financial and physical resources.-Human: Analyze staffing needs and develop a plan to meet the needs. Allocate nursing personnel ion different units and implement the PMDS. Explore opportunities for development and ensure training and development of staff. Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Compile and control duty roster, leave schedule and attendance register. Monitor and ensure that all nurses are licensed to practice. Delegate activities commensurate with the abilities and scope of practice of other nurse practitioners. Financial and Physical resources: Participate in the development of business plans and promote ways for containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop business plans in line with strategic plans. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximized in line with strategic objectives. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that the environment complies with the health and safety act, IPC and staff adheres to safety precaution measures. Knowledge of National Core standards.

**ENQUIRIES**

Mrs JL Mlotshwa Tel No: 039 2599 222

**APPLICATIONS**

The Human Resource Manager, St Margaret’s TB MDR Hospital, Private Bag X517,Umzimkulu, 3297. Hand delivered applications may be submitted at the Security Office (application box), Clydesdale Location, Umzimkulu 3297

**FOR ATTENTION**

Mr TL Nzimande

**NOTE**

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

**CLOSING DATE**

11 June 2018 (16:00)
POST 21/71: POST BASIC PHARMACIST ASSISTANTS X 10 POSTS

SALARY: R146 688 - R167 712 Qualified Basic Pharmacist Assistant
        R183 381 - R206 574 Qualified Post Basic Pharmacist Assistant

CENTRE: Mahlutshini Clinic Ref No: UMG01/06/18 (x 1 Post)
         Incwadi Clinic Ref No: UMG01/07/18 (x 1 Post)
         Nxamalala Clinic Ref No: UMG01/08/18 (x 1 Post)
         Mbutiweni clinic Ref No: UMG01/09/18 (x 1 Post)
         Ndaleni Clinic Ref No: UMG01/10/18 (x 1 Post)
         Phatheni Clinic Ref No: UMG01/11/18 (x 1 Post)
         Ngubeni Clinic Ref No: UMG01/12/18 (x 1 Post)
         Ntleneni clinic Ref No: UMG01/13/18 (x 1 Post)
         KwaPata Clinic Ref No: UMG01/14/18 (x 1 Post)
         Songonzima Clinic Ref No: G01/15/18 (x 1 Post)

REQUIREMENTS: Basic Pharmacist Assistant: Matric certificate, Current Registration with South African Pharmacy Council as Basic Pharmacist Assistant. Less than 12 months working experience as a Qualified Basic Pharmacist Assistant. After registration with SAPC as a Pharmacist Assistant (Basic). Proof of SAPC annual fees payment. Post Basic Pharmacist Assistant: Matric certificate. Current registration With South African Pharmacy Council as Pharmacist Assistant (Post Basic). Plus less than 5 years experience after registration with SAPC as a Pharmacist Assistant (post Basic). Proof of SACP annual fees payment. Recommendation: Minimum 6 months Primary Health Care experience (for both Post Basic Pharmacist Assistant and Basic Pharmacist Assistant). Knowledge, Skills, Training and Competencies Required: Basic knowledge of numeracy. Hygiene and cleanliness, infection control. Basic Health and safety matters. Basic knowledge of medical and dispensing process. Good interpersonal relations. Ability to work under pressure. Ability to communicate effectively.

DUTIES: Perform all duties in accordance with the scope of practice, regulations and standard operating procedures. Be responsible for ordering, receiving proper storage of general and thermo-labile medicines. Issuing of medicines to consultation rooms. Management of chronic medication dispensed by the supporting hospitals. Be responsible for running the electronic system or manual system for stock management. Ensure proper stock management- stock rotation, expiry checks, stock take, stock levels and stock security. Prepare medicines for delivery and issuing of medicine parcels to patient in support to mobile clinics, ARV and TB clinics as well as WBOT’S. Provide basic PHC education and counselling to patients on safe and effective use of medication. Collect and maintain the necessary records, statistics and information. Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment. Co-ordinate CCMDD project between the patient, Health facilities and Pick up Points. Promote and educate the patients and clients on CCMDD related issues. Handle queries from patients regarding CCMDD.

ENQUIRIES: Ms BT Biyela Tel No: 033 897 1061
APPLICATIONS: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg; 3200 Or Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street); Pietermaritzburg.
FOR ATTENTION: Human Resource Practices
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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males all applicants who have previously applied are at liberty to apply again.

CLOSING DATE : 08 June 2018

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 08 June 2018

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).
OTHER POSTS

POST 21/72 : DEPUTY DIRECTOR (CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 16/2018)
(3 year fixed term contract)

SALARY : Negotiable to a maximum of Level 12
CENTRE : Pietermaritzburg

DUTIES : Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

ENQUIRIES : Mrs N Majola Tel No: 033 – 341 9500
FOR ATTENTION : Mr C McDougall
NOTE : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

POST 21/73 : DEPUTY DIRECTOR (DEPUTY CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 17/2018)
(3 year fixed term contract)

SALARY : R779 295 per annum (all inclusive remuneration package)
CENTRE : Pietermaritzburg

DUTIES: Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

ENQUIRIES: Mrs N Majola Tel No: 033 – 341 9500
FOR ATTENTION: Mr C McDougall
NOTE: Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

POST 21/74:
DEPUTY DIRECTOR (ADJUDICATION PANEL MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 18/2018) (X2 POSTS)
(3 year fixed term contract)

SALARY:
R657 558 per annum (all inclusive remuneration package)

CENTRE:
Pietermaritzburg

REQUIREMENTS:

DUTIES:
Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

ENQUIRIES:
Mrs N Majola Tel No: 033 – 341 9500
FOR ATTENTION: Mr C McDougall
Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 11 June 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/76 : STATE VETERINARIAN: PCR, RESIDES AND TOXICOLOGY
VETERINARY SERVICES, REF NO: AGR 2018-23

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate BVSc/ BVMCh qualification; Registration as a Veterinarian with the S.A Veterinary Council; A minimum of 3 years’ experience; A valid code B driving licence. Recommendations: Experience in the following: Managing technical personnel, Special interest poultry pathology and disease diagnostics; Interest in molecular biology, toxicology and clinical pathology. Competencies: The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning, Time management and organizational skills Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Sound knowledge of ISO 17025 standard and requirements Communication skills (verbal and written) Sound knowledge of animal diseases.
DUTIES : Responsible for supervising all diagnostic testing within the scope of the PCR and Toxicology sections; Perform post mortem examinations on poultry and other avian species; Interpretation of post mortem findings, laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administration processes in the section; Liaise with other veterinarians (private and state), farmers and other clients of the laboratory.
ENQUIRIES : Dr M Seutloali at (021) 808 5001
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 21/77 : FARM AID: TYGERHOEK RESEARCH FARM, REF NO: AGR 2018-24

SALARY : R90 234 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET level 2). Able to do physical work. Recommendations: A valid driving licence; 2 years appropriate experience. Competencies: Knowledge of the following: Activities regarding animal production and research; small grain production and research; Lucerne production and irrigation; Good communication skills in at least two of the official languages of the Western Province; Ability to work independently as well as part of a team.
DUTIES : Perform routine activities and general tasks in respect of the following: Small grain production and research; Animal production and research; Farm work and maintenance; Farm infrastructure, irrigation and maintenance.
ENQUIRIES : Mr A Dippenaar at (028) 425 4861
APPLICATIONS : If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor,
No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE : Applicants from relevant local communities will receive preference.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 11 June 2018

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

OTHER POST

POST 21/78 : COMMUNICATIONS OFFICER: COMMUNICATIONS, REF NO: CAS 2018-21

SALARY : R281 418 per annum (Level 08)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-Year National Diploma or B-Degree with a minimum of 3-years experience in a Communications/Journalism environment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Latest trends in communication products; Design principles; Media publication; Photography; Photographic and electronic equipment; Audio-visual equipment and medium; Video recording and production; Layout and design (In-design); Printing process; Printing environment; Marketing; Project Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Attend events, write stories and take photographs to be used on website and in various other media; Assist with the production of promotional material and departmental branding; Assist with communications-related duties at departmental events; Coordinate web research, preparation and uploads; Assist with procurement procedures and administration requirements.

ENQUIRIES : Ms T Colyn at (021) 483 9877

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 11 June 2018

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

OTHER POST

POST 21/79 : ENVIRONMENTAL OFFICER (PRODUCTION): REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT, REF NO: EADP 2018-20
(12-Month Contract Position)

SALARY : Grade A: R240 015 – R266 376 per annum
Grade B: R282 726 - R313 782 per annum
Grade C: R331 533 - R420 690 per annum
Plus 37% in lieu of benefits (OSD as prescribed)

CENTRE
Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS
A relevant 3-year National Diploma in the Natural, Physical, Environmental Sciences or Engineering; A valid driver's licence (Code B). Recommendations: Working experience and technical knowledge of the following: Integrated environmental management processes including the specific environmental management acts promulgated in terms of NEMA S30 emergency incidents, remediation and Provincial environmental policies; Functioning of ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing. Competencies: Knowledge of environmental management, especially remediation; Knowledge of environmental legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing skills; Meeting and facilitation skills; Basic Project Management skills; Proven computer literacy in Word, Excel and PowerPoint.

DUTIES
Provide technical advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide technical advice and comment with regard to compliance and enforcement of National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.

ENQUIRIES
Mr S Botha at (021) 483 0752

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

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

MANAGEMENT ECHELON

POST 21/80
CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Supply Chain Management

SALARY
R1 127 334 per annum

CENTRE
Head Office, Cape Town

REQUIREMENTS
Minimum educational qualifications: Appropriate Degree (NQF 7) with 5 years of experience at a senior managerial level. Inherent requirements of the job: Willingness to travel widely. Valid (Code B/EB) driver’s licence. Positive attitude and ethical culture. Competencies (Knowledge/skills): Extensive knowledge of Supply Chain Management, including the principles of procurement planning. Sufficient knowledge of Finance principles. Commitment to patient centred quality of care improvements. Strong leadership in terms of strategic, managerial, organisational, operational and risk management. Decision-making and problem solving skills. Computer literacy skills (MS Office).

DUTIES
Drafting and implementing of Departmental policies and standard operating procedures with regard to Supply Chain Management. Implementing of delegations of authority in line with current legislation with reference to Supply Chain Management. Ensuring proper representation of members of committees active within the Supply Chain Management sphere. Ensuring that
requirements for system needs for the functioning of logistics are met. Overseeing the procurement planning process, defining the role of Supply Chain Management in Sourcing and the collating of all input from Departmental plans and budgets. Overseeing the process of reviewing, identifying and consolidating all needs at Departmental level. Overseeing the process for defining Demand Management strategies and techniques to be used. Overseeing the development and utilisation of a supplier database, ensuring the database is complete, accurate, effectively used according to Departmental policies and processes, compliant with applicable legislative requirements. Overseeing the process of verifying all acquired assets and maintaining the asset register for accuracy and completeness, compliant with departmental policies, processes and applicable legislative requirements. Overseeing the management of logistics, including placing orders, receiving and distributing of goods, managing of inventory (physical and financial) and accounts payable, compliant with Departmental policies and processes and legislative requirements. Periodic reporting on Supply Chain Management, as required by internal and external stakeholders, compliant with Departmental policies and processes and applicable legislative requirements. Developing, implementing and overseeing the implementation of Supply Chain Management performance measurements for employees, the Supply Chain Management Unit, Suppliers and the Department. Determining of training needs and facilitating training. Overseeing risk assessments for the Supply Chain Management function.

ENQUIRIES: Mr JM Jooste, Tel No: (021) 483-4479 Johann.jooste@westercap.gov.za Mr A van Niekerk, Tel No: (021) 483-8690 Andries.vanNiekerk@westercape.gov.za Dr B Engelbrecht, Tel No: (021) 483-3647 Beth.Engelbrecht@westercape.gov.za

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE: The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centred health care systems. The transformation strategy comprises of three inter-linked components, namely Service Transformation, Good Governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus.

CLOSING DATE: 01 June 2018

OTHER POSTS

POST 21/81: CHIEF ENGINEER GRADE A (ELECTRICAL)
Directorate: Infrastructure Planning

SALARY: Grade A: R935 172 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: Appropriate Engineering Degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Electrical Engineer. Experience: Six year’s post-qualification experience required as a registered Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within the Western Cape and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in the planning of health infrastructure related projects, including design and supervision of electrical engineering, installations of complex buildings (health installations will be preferable). Experience with feasibility studies in terms of life cycle costing of electrical/mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Compilation of Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations. Good verbal and
written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Develop, interpret and customise functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies on new technologies, viability and feasibility. Interaction with relevant professional development councils/boards. People Management.

**ENQUIRIES**

Ms M van Leeuwen, Tel No: (021) 483-5084

**APPLICATIONS**

www.westerncape.gov.za/health-jobs

**FOR ATTENTION**

Ms M van Leeuwen

**NOTE**

No payment of any kind is required when applying for this post. A job description is available on request. Candidates may be subjected to a competency test.

**CLOSING DATE**

08 June 2018

**POST 21/82**

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)

Chief Directorate: Rural Health Services

**SALARY**

R394 665 (PN-A5) per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current Nursing practice within the Public Service as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages in the Western Cape. Computer literacy (Microsoft, Outlook).

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of Nursing care and the guidance of Nursing and other personnel. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth or ethical standards and development of self and others. Maintain a network of professional relations in order to enhance service delivery. Display core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**

Ms GE Sellars, Tel No: (044) 802-4536

**APPLICATIONS**

The Chief Executive Officer: George Hospital, Davidson Road, Private Bag X6534, George, 6530.

**FOR ATTENTION**

Mr BH Cassim

**NOTE**

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

**CLOSING DATE**

08 June 2018

**POST 21/83**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND CSSD) (X2 POSTS)

West Coast District

**SALARY**

Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum
CENTRE: Vredenburg Hospital

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018.

Experience:
- **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime on public holidays if and when required.

Competencies (knowledge/skills):
- Sound knowledge and understanding of nursing and health service related acts, legislation and policies.
- Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
- Good Interpersonal, problem solving and organisational skills.
- Ability to facilitate and promote training.
- Analytical thinking, independent decision-making and problem solving skills.

DUTIES:
- Provide optimal, holistic specialised nursing care within set standards and professional/legal framework.
- Effective utilisation of human, financial and physical resources (equipment and consumables).
- Render support to Nursing Services (i.e. relief duties and act as shift leader as required).
- Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures, ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities.
- Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- Participate in training, development and maintain professional growth/ethical standards and self-development.

ENQUIRIES:
- Ms CH Oosthuizen, Tel No: (022) 709-5099

APPLICATIONS:
- The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION:
- Mr JI Engel

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

CLOSING DATE:
- 08 June 2018

POST 21/84:
- **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY) (X2 POSTS)**
  - West Coast District

SALARY:
- Grade 1: R340 431(PN-B1) per annum
- Grade 2: R418 701(PN-B2) per annum
  (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE:
- Vredenburg Hospital

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse.
post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2018. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public holidays if and when required. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human-, financial- and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.

**ENQUIRIES**: Ms CH Oosthuizen, Tel No: (022) 709-5099

**APPLICATIONS**: To the Manager: Medical Services, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION**: Mr JL Engel

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

**CLOSING DATE**: 08 June 2018

**POST 21/85**: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)

**SALARY**: Grade 1: R340 431 (PN-B1) per annum
Grade 2: R 418 701 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 8 % of basic annual salary)

**CENTRE**: Vredenburg Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited by the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: **Grade 1**: A
minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public holidays if and when required. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organizational skills. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**

Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human-, financial- and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care. Participate in training, development and maintain professional growth/ethical standards and self-development.

**ENQUIRIES**

Ms CH Oosthuizen, Tel No: (022) 709-5099

**APPLICATIONS**

To the Manager: Medical Services, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION**

Mr JI Engel

**NOTE**

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

**CLOSING DATE**

08 June 2018

**POST 21/86**

PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTEGRATED SCHOOL HEALTH PROGRAM)

(Eden District)

**SALARY**

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

**CENTRE**

Kannaland Sub-district

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of registration for 2018. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code
DUTIES: Provide clinical school health services to learners in schools. Support the school health team and the Department of Education employees. Support the PHC facility in implementing quality youth friendly services. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO’s working with youth. Data collection and submit reports.

ENQUIRIES: Ms S Labuschagne, Tel No: (028) 551-1342
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE: 15 June 2018

POST 21/87: ARTISAN PRODUCTION GRADE A TO C (PLUMBING)
Chief Directorate: General Specialist and Emergency Services

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

CENTRE: New Somerset Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES: Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of maintenance projects/repairs within the health facility. Maintain and repairs of plumbing installations and equipment at the hospital. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES: Mr A Challis, Tel No: (021) 402-6530
APPLICATIONS: www.westerncape.gov.za/health-jobs
FOR ATTENTION: Ms G Owies
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 15 June 2018

POST 21/88: ADMINISTRATION CLERK: ADMISSIONS
Overberg District

SALARY: R152 862 per annum

CENTRE: Caledon Community Day Centre (stationed at Grabouw CDC)

DUTIES: Registering of patients on PHCIS, Tier.net, ETR.net, Ideal Clinic, SINJANI and Healthnet, system. Open new patient folders, ensure correct stationery in folders, retrieving patient folders from the registry, trace old folders, compile new folders and destruction of folder (disposals). Complete registration, accounts in respect of arrears, fees and transport. Responsible for revenue control which include receipt of money, issue of accounts and safekeeping of patient's valuables. Collate patient statistics and reconciliation with Paramedical department records. Maintain patient appointments and schedule appointments for patients. Responsible for handling telephonic and personal enquiries.

ENQUIRIES: Ms N Peton, Tel No: (021) 212-1070
APPLICATIONS: To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION: Ms A Brits
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE: 15 June 2018

POST 21/89: HEALTH PROMOTER
Chief Directorate: Metro Health Services

SALARY: R127 851 per annum
CENTRE: District Six Community Health Centre

DUTIES: Render a Health Promotion service within the Western Sub-district. Plan and implement health projects in facilities, schools and communities to meet objectives. Liaise with stakeholders to promote an integrated approach to health care. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, assist them with health promotion projects and compile community profiles. Support to Facility Managers within the Sub-structure.

ENQUIRIES: Ms A Smith, Tel No: (021) 833-5400
APPLICATIONS: The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.
FOR ATTENTION: Mr F Le Roux
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 15 June 2018

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE: 11 June 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/90: SERVICE MANAGER- EDUCATION/ CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 2018-43

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : 3-year National Diploma or B-Degree (or equivalent qualification); A minimum of 5 years’ experience in the ICT Service Management field of which 3 years must be management experience; A valid driving licence. Recommendations: Experience in working with schools and schools based technology and networks. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Strategic Planning skills.

DUTIES : Manage a team of professionals and service providers, that needs to perform and deliver services in accordance with the approved requirements and prioritised needs relating to Schools IT technology support; Ensure quality control; Ensure effective Capacity Management; Liaison with schools and WCED staff; Provide inputs on to the development and understanding of CGIT (Corporate Governance of IT) in schools; Provide input to and support for ICT network infrastructure and security, policy, strategy, architectures, standards and processes; Ensure that effective programme and project documentation and reporting takes place on the approved systems; Define and review on a continual basis the purpose, objectives, priorities and activities; Participate in the Centre for E-Innovation and own component’s strategic planning process; Report to DGITO on a regular basis on the activities of the component; Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component’s Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Actively manage and promote the maintenance of discipline within the component; Financial Management will entail active participation in the budgeting process at Centre for e-Innovation level, and component level.

ENQUIRIES : Ms A Basha Tel No: (021) 467 2905

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 11 June 2018

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

OTHER POSTS

POST 21/91 : ASSISTANT DIRECTOR: CUSTOMER CARE, REF NO: DSD 2018-58

SALARY : R334 545 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma or B-Degree with minimum of 3 years’ relevant experience in client services. Recommendations: None. Competencies: Knowledge of the following: Client care and information management; Procurement processes; Internal and external and communication processes; Functions, programmes and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Statistics; Policy/Acts; Human Resources; Financial and Administration; Budgeting; Proven computer literacy; Communication (written and verbal) skills in at least two of the three
official languages of the Western Cape; Analytical skills; Ability to delegate effectively.

**DUTIES**: The successful candidate will be responsible for the following: Coordinate Customer Care; Management of content and related process of the feedback mechanisms of the department; Liaison with senior management, line managers and other departments to solve queries; Render Customer Care support to the regions; Provide guidance to regional offices regarding the Customer Care implementation framework; Customer Care Reporting; Compile customer complaints statistics; Human Resources; Responsible for the provision, effective management and utilisation of personnel within the Unit.

**ENQUIRIES**: Mr K Marthinus at (021) 483 8833

**POST 21/92**: SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE, REF NO: DSD 2018-53

**SALARY**: Grade 1: R323 178 – R362 106 per annum (OSD)
Grade 2: R384 165 – R516 279 per annum (OSD)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; **Grade 1**: A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 2**: A minimum of 18 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None.

**Competencies**: Knowledge of the following: Social work and ECD and Partial Care Field; Current legislation, international instruments, policies and procedures impacting on ECD and Partial Care Field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.

**DUTIES**: Develop, implement and maintain social work policies aimed at ECD and Partial Care; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.

**ENQUIRIES**: Ms T Hamdulay at (021) 483 4829

**POST 21/93**: OCCUPATIONAL THERAPIST: SIVUYILE PROFESSIONAL SERVICES, REF NO: DSD 2018-60

**SALARY**: Grade 1: R281 148 - R321 462 per annum
Grade 2: R331 179 - R378 687
Grade 3: R390 123 - R473 445 (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: **Grade 1**: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualifies employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy.
in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Appropriate qualification that allows registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Recommendations:** Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services; Working knowledge of therapeutic procedures related to treatment of children in secure facilities. **Competencies:** Ability to work well within a multi-disciplinary team; Maintain good interpersonal relations; Work under pressure and maintain heavy work load; Communicate (written and verbal) skills in at least two of the three official languages of the Western Cape; Operate independently; Outline tasks; Adhere to safety standards; Proven computer literacy.

**DUTIES**

Optimal outcomes-based treatment of residents according to O.T principles; Effectively manage resources (physical and human); Provide optimal occupational therapy health care to residents in the secure care centre, as well as keeping a professional team of social service professionals informed about occupational therapy services rendered; Rendering and effectively support service.

**ENQUIRIES**

Dr W Du Toit at (021) 826 6059

**POST 21/94**

**SOCIAL WORKER: SOCIAL WORK SERVICES: KANNALAND, REF NO:**

DSD 2018-48

**SALARY**

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

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Recommendations:** None. **Competencies:** Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES**

Dr WJ Du Toit at (021) 826 6059
POST 21/95 : PROFESSIONAL NURSE (GENERAL NURSING): SIVUYILE PROFESSIONAL SERVICES, REF NO: DSD 2018-59

SALARY : Grade 1: R226 083 - R262 092 per annum
Grade 2: R278 052 - R322 344 per annum
Grade 3: R340 431 – R362 262 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Recommendations: A valid driving license; Completion of primary health care services. Competencies: Knowledge of the following: Primary Health Care and Psychiatric Nursing; Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Dr WJ Du Toit at (021) 826 6059

POST 21/96 : SOCIAL WORKER: SOCIAL WORK SERVICES, GEORGE, REF NO: DSD 2018-50

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the
ENQUIRIES: Mr K Mazaleni at (044) 801 4300/4302

POST 21/97: CUSTOMER CARE ASSISTANT: CUSTOMER CARE: MOSSELBAY, REF NO: DSD 2018-51

SALARY: R152 862 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12) with a minimum of 6 months’ clerical experience.
Recommendations: None. Competencies: Knowledge of client care; Knowledge of the social welfare environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong computer literacy and knowledge of MS Word package; Skills in sound organising and planning; Skills in conflict resolution.

DUTIES: Provide information to clients regarding available services; Assist clients on how to access services from the department; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Note client feedback and maintain feedback register; Provide assistance to team in the field with regards to departmental information; Render general administrative support to the service delivery team relating to: Managing of telephone enquiries within the service delivery team; Maintaining a filing system for the Unit; Maintain and manage an electronic database for as well as logistical arrangements for the team.

ENQUIRIES: Ms K Jobela at (044) 690 3943

POST 21/98: ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY, REF NO: DSD 2018-57

SALARY: R152 862 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with relevant experience. Recommendations: Experience in creating, maintaining and administering information databases; B-degree/National Diploma (NQF level 6). Competencies: Communication (written and verbal) skills in at least three of the two official languages of the Western Cape; Proven computer literacy; Interpersonal, organising and human relation skills.

DUTIES: Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for Non-financial data and for management assessments projects in the chief directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide assistance with the conducting of performance monitoring, evaluation and reporting in relation to Non-Financial data (NFD) and management assessments projects (MPAT); Provide high level administrative support such as assistance with line function special projects; Provide assistance with the horizontal and vertical alignment processes aimed at streamlining the accurate reporting of non-financial data of programmes and management assessments projects (MPAT).

ENQUIRIES: Mr E Mohamed (021) 483 6738

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE: 11 June 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as
开工日期。请注意，技术支持仅在周一至周五上午8:00至下午4:00提供，如果您在申请过程中遇到任何问题，请确保在截止日期前提交申请，不接受逾期申请。

OTHER POSTS

POST 21/100 : QUANTITY SURVEYOR PRODUCTION, METRO EAST/WEST, REF NO: TPW 2018-105 (X2 POSTS)

SALARY : Grade A: R549 639 - R592 110 per annum
Grade B: R628 452 - R677 016 per annum
Grade C: R715 323 - R842 619 per annum, OSD as prescribed.

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Recommendations: None Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance of skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management;

DUTIES : Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity survey work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES : Ms J Thomas at (021) 483 2004

POST 21/101 : ASSISTANT DIRECTOR: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT, REF NO: TPW 2018-104 (X3 POSTS)

SALARY : R334 545 per annum (Level 09)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3 year National Diploma/ Degree in Finance with a minimum of 3 years’ relevant experience in Supply Chain Management. Recommendations: None. Competencies: Knowledge of the following: Public Finance Management Act; Treasury Regulations and Guidelines; SCM
recommendations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; SCM: A guide to Accounting Officers and Authorities; The Construction Industry Development Board (CIDB) Act, 53 of 2000; Broad Based Black Economic Empowerment Act, Act 53 of 2000; Public Service Anti-Corruption Strategy; Departmental policies and procedures; Government Accounting Standards (GRAP); Economic Reporting Framework; Medium Term Strategic Framework; Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Principles and processes for providing customer and personal services; Monitoring and evaluation methods, tools and techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES:**

Assist in the implementation of an effective SCM Performance Management System in accordance with departmental policies and procedures as well as applicable legislative requirements, that measures the performance of suppliers, the SCM unit and the Department; Timely report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements; Conduct the annual SCM risk assessment; Develop the SCM risk universe and risk response plan; Monitor the performance of SCM activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Develop and review departmental policies and applicable to SCM and perform and support SCM compliance testing and institute remedial action; Perform SCM abuse, complaints, enquiries and appeals investigations implement the SCM abuse, complaints and enquiries; Perform the related activities to the functioning of the SCM committee system, inclusive of the secretariat service; Manage information by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres.

**ENQUIRIES:**

Ms P Van Der Merwe at (021) 483 6915

**POST 21/102:**

ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO: TPW 2018-98

**SALARY:**

R334 545 per annum (Level 09)

**CENTRE:**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**

An appropriate 3-year National Diploma or Degree in Finance with a minimum of 3 years’ relevant experience in Supply Chain Management. Recommendations: None. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; PFMA; SCM regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Departmental policies and procedures; Medium Term of Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources.

**DUTIES**

Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements and taking cognisance of the needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and or providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy.
objectives; Oversee, coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contracts are in accordance with legislation; Human Resource Management; Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRA’s that derive from the component’s plans.

ENQUIRIES
Ms P Van Der Merwe at (021) 483 6915

POST 21/103
PROJECT INFORMATION ADMINISTRATOR: PROGRAMME MANAGEMENT, REF NO: TPW 2018-106

SALARY
R281 418 per annum (Level 08)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate 3-year tertiary qualification with a minimum of 1 year relevant experience. Recommendations: Experience in Project Management based information system environment. Certificate in Project Management. A Valid driving licence. Competencies: Knowledge of Information management and Information systems. Ability to manage information. Proven computer literacy (highly proficient in MS Office applications). Knowledge of applicable legislation’s. Knowledge of Bizprojects. Knowledge of My Content. Ability to work under pressure, ability to work independently and in a team. Apply technology skills. Planning and organizing skills. Good written and verbal communication skills in at least two of the three official languages in the Western Cape Province.

DUTIES
Effectively manage Project Administrators who are responsible for the timeous inputting of the programme/project information into the Project Management Information System (PMIS). Maintain a high level of competency (super-user) in the use and application of the enterprise-wide PMIS (Microsoft EPM) and MS Project Professional including being able to create and enter new projects, assist users, effectively address users’ concerns, administer, distribute, forward and file project/programme information. Be able to create the required user reports. Ensure relevant, accurate and current project related information and data (physical and electronic records). Ensure project data integrity at all times. Attend meetings, take, distribute and file minutes. Manage document/change management process. Supervision of staff.

ENQUIRIES
Ms L Callaghan Tel No: (021) 483 2608

POST 21/104
PERSONAL ASSISTANT: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO: TPW 2018-94

SALARY
R226 611 per annum (Level 07)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to senior management. Recommendations: None. Competencies: Knowledge of the following: Relevant policies, prescripts, regulations and procedures pertaining to the department; Basic Financial Administration; Administration skills; Proven computer literacy in MS Office (Word Excel and PowerPoint); Excellent telephone etiquette, planning, organising, and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Provide a secretarial/receptionist support service to the manager; Rendering administrative support services with regards to meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
Ms D Manuel at (021) 483 3795
**POST 21/105** : ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT, REF NO: TPW 2018-93

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

**CENTRE** : Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate) with Accounting as a passed subject; A valid code B driving licence. Recommendations: Appropriate experience in Supply Chain Management. Competencies: Communication skills (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Numerical skills; Systematic approach.

**DUTIES** : Execute the activities with the purchase, receive, issue and storing stock; Assist in administration and handling of contract administration; Handle activities in the maintenance of the supplier database; Assist in the management of the assist register (furniture, equipment, store asset); Handle activities in the furnishing of an office equipment support service.

**ENQUIRIES** : Mr C Solomons at (021) 467 4720

**POST 21/106** : ADMINISTRATION CLERK: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT, REF NO: TPW 2018-103

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

**CENTRE** : Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Appropriate experience. Competencies: Understanding of the following: Public Finance Management Act (PFMA), Treasury Regulations and guidelines; SCM Regulations, practice notes, circulars, policy frameworks; Applicable legislative and regulatory requirements, policies and standards; Operation and maintenance of office machines and other equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-Management; Citizen focus and responsiveness; Citizen service orientation; Proven computer literacy (MS Word, MS Excel and PowerPoint).

**DUTIES** : Administration towards the implementation of an effective SCM performance management system; Collate and maintain the relevant SCM information to ensure timely reporting to the relevant stakeholders; Assist in the annual risk assessment and development of the SCM universe and risk response plans; Assist in designing tools and templates to ensure the performance of SCM activities are in compliance with relevant legislation, policies, regulations, framework, standards and guidelines; Perform activities relating to SCM compliance testing and recommend remedial action; Assist in the implementation of the SCM abuse, complaints, enquiries and appeals investigations; Contribute to the performance of the SCM system in respect of processes and achievement objectives; Assist in designing tools and templates to ensure monitoring of supplier performance.

**ENQUIRIES** : Ms P Van der Merwe at (021) 483 6915

86