PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2018
DATE ISSUED: 01 JUNE 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:

KWAZULU-NATAL: DEPARTMENT OF TRANSPORT: Kindly note that the posts of Deputy Director (Chairperson: Adjudication) Provincial Regulatory Entity with Ref No: P16/2018 and Deputy Director (Deputy Chairperson: Adjudication) Provincial Regulatory Entity with Ref No: P17/2018, advertised in vacancy circular 21 dated 25 May 2018, the requirements have been amended to: Appropriate recognized LLB or equivalent Law Degree and be an admitted Attorney/ Advocate; Plus a minimum of 3 years’ management experience. Previous experience in one of the following areas will be an added advantage: Community Services, Legal field, Financial & Commercial field. The closing date has been extended to 15 June 2018.
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DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS: Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE: 15 June 2018 at 16:00

NOTE: Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

ERRATUM: Kindly note that the post of Senior Supply Chain Management Practitioner: Demand and Acquisition advertised in the Public Service Vacancy Circular 14 dated 06 April 2018 with Ref No: 38/2018 has been withdrawn.

MANAGEMENT ECHELON

POST 22/01: CHIEF DIRECTOR: EXECUTIVE AND STRATEGIC SUPPORT REF NO: 40/2018 (1 YEAR CONTRACT)
Office of the Director-General

SALARY: An all-inclusive remuneration package of R1 127 334 per annum, consisting of a basic salary (70% of the total remuneration package) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree (NQF level 7) in Public Administration Management or relevant field, a post graduate qualification will be an added advantage, a minimum of 5 years’ experience in the senior managerial level, preferably in government, proven experience and knowledge of technical, human and conceptual skills, knowledge of Public Service Policies and the Regulatory Framework, ability to think strategically, analyse information and form conclusions, innovative and creative thinker, advanced project management skills, proven knowledge in strategic and leadership capabilities, financial management, change management, project and program management and people management and empowerment.
**DUTIES**

The incumbent of the position will be expected to execute the following: Establish, coordinate and manage the Project Management Office to ensure proper management of strategic events, projects and programmes identified to meet short, medium and long term objectives of the Department. Liaising with internal stakeholders (departmental) to ensure coordination, implementation and follow-through of high-level decisions within the Department. Oversee and facilitate the Department’s engagements with external stakeholders which includes CEO’s forums, TIC, Members of Executive Committees, Portfolio and Select Committees and also the Cluster meetings that are chaired by the DG and to follow-through on decisions taken in such engagements. Manage the relationships between the Director-General’s Office, the Ministry as well as the Portfolio Committee and Members of Parliament. Ensure support to the Ministry with regard to the Cabinet and Parliamentary matters. Attend meetings on behalf of the Director-General, serve on the Director-General task teams and follow-through on decisions taken. Advice Senior Managers including the Director-General on policy related issues flowing from the Director-General Cluster and other task teams. Manage and coordinate the process of delivery on the implementation plan and Government Programme of Action and brief the Director-General and Minister on the Department’s performance. Ensure overall oversight of the strategic and administrative support to the Director-General. Ensure high-level coordination of systems, processes and other content issues involved with the Office of the Director-General including quality assurance on all administrative matters including effective document flow. Conduct high level research to be able to provide the Director-General with support and advice on a wide range of issues and compilation of quality reports.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba, Ms S Botha
Tel No: 012 441 3716
Ms N Ngcama cell 082 324 3637

**OTHER POSTS**

**POST 22/02**

**DEPUTY DIRECTOR: IT GOVERNANCE**

**REF NO: 41/2018**

**Branch: Corporate Services**

**Directorate: Information Systems**

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Three-year National Diploma/Degree in ICT or Auditing. Certification in COBIT, ITIL, PRINCE 2 and CISO/CISA will be an added advantage. 3-5 years’ experience in the implementation of IT governance initiatives like ITIL, PRINCE 2, COBIT. Experience in: ICT Network management, Project management, Information Systems Security and IT maturity assessments. Knowledge of IT Risk management and Information Systems Security. Computer literacy. Problem solving skills. Creativity and analytical skills. Good communication and interpersonal relations.

**DUTIES**

Development, implementation and maintenance of an IT governance framework. Monitoring and evaluation of the governance framework. Develop, implement and maintain IT policies and procedures. Implement initiatives to address internal and external audit findings. Lead IT risk management within the Unit and maintain an IT risk register. Develop and monitor the implementation of an Information Systems Security framework. Development and implementation of a Project management methodology for the Unit. Implement the Business continuity and Disaster recovery plan for the Department. Manage financial and human resources within the sub-directorate.

**ENQUIRIES**

Ms P Mulaudzi, Ms B Manqaba, Ms S Botha
Tel No: 012 441 3716
Ms N Ngcama cell 082 324 3637

**POST 22/03**

**DEPUTY DIRECTOR: ASSET MANAGEMENT**

**REF NO: 42/2018**

**Branch: Corporate Services**

**Directorate: Supply Chain Management**

**SALARY**

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

**CENTRE**

Pretoria
REQUIREMENTS: National Diploma or degree in Accounting / Financial Accounting / Commerce or relevant qualification, plus 5-8 years’ experience in the Assets Management field, of which (5) five years must be at Assistant Director Level. Knowledge of the Supply Chain Management framework, Public Finance Management Act & Treasury Regulations, as well as GRAP is essential. The candidate must be proficient in MS Office (Ms Word, Ms Excel and Ms PowerPoint) as well as have Code B driver’s license. Supervisory and managerial skills. Proven experience in resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting.

DUTIES: Manage and maintain Asset Register and all other associated reports. Management of asset life cycle. Management of the asset management unit. Management of losses and disposal of redundant and obsolete assets. Maintenance and updating of the fixed asset policies and procedures. Management and reporting on asset verification findings and quarterly spot checks. Ensure that reconciliation between the Asset register performed monthly, Preparation of Annual and Interim Financial Statements inputs on assets. Verification of assets in Provinces if required. Provide support service to the Director: Supply Chain and Asset Management. Management and supervision of staff.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716 Ms N Ngcama cell 082 324 3637

POST 22/04: ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 43/2018
Branch: Corporate Services
Directorate: Auxiliary Services

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

REQUIREMENTS: A Bachelor’s degree/National Diploma in Security Management or equivalent qualification. At least more than 5 years’ relevant experience. A Code 08 driver’s license. Grade A PSIRA registration. Excellent understanding of Minimum Information Security Standards (MISS). Excellent understanding of the Minimum Physical Security Standards (MPSS). Good interpersonal skills. Good knowledge and understanding of electronic security systems, as well as Legislation and Security Services in the Public Service. Proven management abilities as well as administrative and organising skills. Good communication skills, both written and verbal. Excellent computer skills. Excellent problem-solving skills.

DUTIES: Plan, manage, coordinate, implement and control all aspects of information and physical security in the Department. Ensure implementation of and adherence to all policies pertaining to Security inclusive of Physical, Documentation, Information Security, Vetting and all operational aspects of a Security section. Manage and coordinate security policy development and review. Conduct security threat and risk assessments, audits and inspections. Investigate security incidents / breaches and report back. Promote and conduct security awareness and education programmes. Coordinate security training. Manage both in-house and private security personnel, including performance assessments and all related matters. The incumbent will need to work irregular hours and must be able to perform in a demanding environment. The incumbent will be required to draft reports, memos, submissions, terms of reference and other relevant documents, conduct internal investigations on breaches, manage and implement all requirements for vetting of staff, manage all aspects of procurement and appointment of service providers, contract management.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716 Ms N Ngcama cell 082 324 3637

NOTE: The successful candidate will be subjected to a security clearance.

POST 22/05: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 44/2018
Branch: Corporate Services
Directorate: Risk Management

SALARY: R334 545 per annum (Level 09)
CENTRE: Pretoria
**REQUIREMENTS**: A relevant three-year tertiary qualification in Commerce, Risk Management or related field. 2-3 years’ relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public sector prescripts. Computer literacy including the ability to create and manage a risk database. Working knowledge and understanding of recognized Enterprise Risk Management software in the industry BarnOwl/CURA. Written communication skills; assertiveness; and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Membership of the Institute of Risk Management South Africa will be an added advantage. Knowledge and practical application of risk industry Standards and legislative guidelines.

**DUTIES**: The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review an update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the Risk Management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness; fraud, anti-corruption; and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes.

**ENQUIRIES**: Ms P Mulaudzi, Ms B Manqaba, Ms S Botha Tel No: 012 441 3716  
Ms N Ngcama cell 082 324 3637

**NOTE**: The successful candidate will be subjected to a security clearance.
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: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria.

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 18 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. 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. The Department of Basic Education is committed to providing equal opportunities and practising. Affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of 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. An indication in this regard will facilitate the processing of applications.

MANAGEMENT ECHELON

POST 22/06: DIRECTOR: (REF NO: 141370)
Branch: Care and Support Services

SALARY: All-Inclusive remuneration package of R948 174 per annum

CENTRE: Pretoria

REQUIREMENTS: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote and maintain the general health and wellbeing of learners, including addressing the behavioural, social and structural drivers of the HIV and TB epidemics as well as teenage pregnancy amongst learners. We seek an individual with an appropriate and recognised Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA in the social or health sciences, public health or education supported by 5 years’ experience at middle management/senior level. A relevant postgraduate qualification will be an added advantage. This should ideally be supported by 5 years’ experience in education and/or health promotion or public health. In addition, an understanding of current global cutting-edge thinking on school health, health promotion, comprehensive sexual education, adolescent sexual and reproductive health and rights as well as the provision of psychosocial services to children and youth is essential. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation.
DUTIES: The successful candidate will be responsible for strategic and operational planning for the Directorate, taking overall responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flows, and implementing and monitoring programmes as well as reporting. She/he will: Provide strategic leadership and operational management of the Directorate. Develop and implement an integrated and comprehensive response to the twin epidemics of HIV and TB. Develop a programme of action to prevent and manage teenage pregnancy in the schooling sector. Strengthen the Sexual and Reproductive Health and Rights (SRHR) programme for learners in schools (CSE and SRH services). Promote the psychological and social wellbeing of learners. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organisations. Monitor and evaluate policies and strategies to promote the health and wellbeing of schools. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders. Manage internal and external partnerships.

ENQUIRIES: Ms M Mahape Tel No: 012 357 3291/ Ms N Sathege Tel No: 012 357 3290

NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver’s license and be willing to travel extensively. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.
ANNEXURE C

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta11@ursonline.co.za; or via fax: 086 415 5709.

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

CLOSING DATE: 22 June 2018

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

OTHER POST

POST 22/07: TELECOM OPERATOR: TELECOMMUNICATIONS REF NO: 24072/01

SALARY: R127 851 per annum (Level 04)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification. No experience required. Generic competencies: quality of work, reliability, initiative, communication, interpersonal relations, team work and planning and execution. Technical competencies: Office Administration.

DUTIES: The successful candidate will perform the following duties: Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to the relevant staff. Maintain telephone database. Update the department telephone directory. Maintain switchboard system: Report faults and malfunctioning of the telecom operating system.

ENQUIRIES: Ms B Songwiqi, Tel No: (012) 334 0832
APPENDIX

DEPARTMENT OF DEFENCE

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

CLOSING DATE: 15 June 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 22/08: FINANCE CLERKS (X3 POSTS)
This is a re-advertisement (PSVC 13 of 2018); applicants who previously applied are advised to re-apply as their previous applications will not be considered.
Financial Management Division: Chief Directorate Fin SANDF, Budget Management Office
Joint Operations Division: Finance Management Office
SALARY: R152 862 per annum (Level 05)
CENTRE: J TAC HQ Limpopo, Polokwane, Ref No: CFO 18/6/1A
J TAC HQ Kwazulu Natal, Bluff Durban, Ref No: CFO 18/6/1B
J TAC HQ North West, Mahikeng, Ref No: CFO/18/6/1C
REQUIREMENTS: Minimum requirement: Grade 12 certificate with finance or Accounting related subjects. Ability of understanding, interpreting and correctly applying financial, budgetary, procurement and accounting policy and prescripts. Basic knowledge of the preparation of budgets, accounting process, office administration procedures, general financial management practices and supply chain management process. Computer literate in MS Word and MS Excel. Knowledge of mainframe Financial Management System (FMS) or any other Private Sectors financial systems would serve as a recommendation. Knowledge of Public finance Management Act
(PFMA), Treasury Regulations (TR) and procurement prescripts. Well-developed, reasoning, organizing, problem solving, facilitating report writing and accounting skills. Well-developed verbal and written communication skills. Good interpersonal relations. Honesty, integrity, hardworking, ethical intuitive thinking, decisive, perceptive, positive, creative, good team worker. Ability to effectively and efficiently communicate and liaise with clients and senior officials. Permanent RSA citizen with no criminal record. Being in the possession of a valid RSA Vehicle driver’s license or military driver’s license will be recommended. Added advantage: Post matric qualification in Finance or a minimum of one year relevant experience.

**DUTIES**: Participate in preparing and executing budget control duties as per PFMA, TR’s, circulars and relevant Defence Instructions. Assist in implementing budget management policy and prescripts and providing guidance to all budgeting responsibilities. Ensure proper preparation and safe-keeping of budget management documentation. Coordinate and execute the budget capturing process on the FMS. Evaluate and accept/reject requests for financial authority for expenditure. Assist the client in the costing process. Institute steps to correct a Pre-close Audit (PCA). Institute steps to control direct debit expenditure when it could lead to over expenditure. Provide budget control support. Assist in the Petty Cash requests process. Distribute financial and budgetary reports. Attending training and development opportunities. Assisting in route office administration and attending internal meetings and training sessions as and when required.

**ENQUIRIES**: Ms M.D. Tseka, Tel No: (012) 355 3080 or Ms V.L. Fourie, Tel No: (012) 674 5430.

**NOTE**: Please use reference number not post number.

**POST 22/09**: FINANCE CLERK, REF NO: CFO 18/6/2

This is a re-advertisement (PSVC 36 of 2017); applicants who previously applied are advised to re-apply as their previous applications will not be considered. Financial Management Division: Chief Directorate Accounting

**Directorate**: Personnel Payments (Final Payment)

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Minimum requirements: Grade 12 certificate with Finance and/or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word, Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance or minimum of one year relevant experience.

**DUTIES**: Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorate bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

**ENQUIRIES**: Mr V.S. Mtengwane, Tel No: (012) 392 2110

**NOTE**: Please use reference number not post number.
DEPARTMENT OF ENERGY

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

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

CLOSING DATE: 15 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 POSTS

POST 22/10: STATE ACCOUNTANT: SUBSISTENCE & TRAVEL

SALARY: R226 611 per annum (Level 07)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A National Diploma/ Bachelor’s Degree in Accounting/Financial Management with a minimum of one (1) year experience in Subsistence and Travel PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, SCOAR, BAS, PERSAL, Thinking Demand: Prioritisation, Logical thinking, Creativity, Problem solving and analytical thinking, Skills: Computer literacy, Good verbal and written Communication skills, High Numerical/Financial skills, Personal Attributes: Innovative thinker, Self-driven, Customer orientated, Ability to perform well under pressure.

DUTIES: Assist with the review of/ and authorise/approve transactions captured on PERSAL and BAS. Maintain, monitor movements and perform monthly reconciliation on suspense accounts. Pass journals and compile information required for compliance certificate. Monitor the book out register. Attend to auditors (internal and external) and clients queries. Identify fruitless and wasteful expenditures, outstanding advances, maintain register and facilitate recovery. Supervise and develop staff.

ENQUIRIES: Mr Cairo Matseba ☎ 012-406 7729

POST 22/11: ACCOUNTING CLERK: SUBSISTENCE & TRAVEL

SALARY: R152 862 per annum (Level 05)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A Grade 12 with a minimum of one (1) year experience in an administrative/clerical environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, Public Service Act, Travel Management, Thinking Demand: Prioritisation, Considerate, Creativity, Analytical thinking, Skills:
Computer literacy, Good verbal and written Communication skills, Numerical/Financial skills, Personal Attributes: Innovative thinker, Self-driven, Customer orientated, Ability to perform well under pressure.

**DUTIES**

Check, verify and capture local and international travelling claims/advances on PERSAL and BAS. Verify the completeness of diners account documentation, allocations, reconcile statements and capture the correct transactions on BAS. Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement. Follow-up on documentation for emergency order numbers and check the completeness of documents received according to the travel agent records. Handle all correspondences with regard to claims, advances, payments receipts, etc. verbally and in writing internally/externally and provide Auditor General with requested information.

**ENQUIRIES**

: Ms T Moetapele ☎ 012-406 7838
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 15 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 22/12: REGIONAL COMMUNICATION COORDINATOR
Directorate: Eastern Cape Provincial Local & Liaison

SALARY: Commencing salary of R334 545 per annum

CENTRE: Amathole District (Centane Office)

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisor level with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Eastern Cape Province with specific insights in the Amathole District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Amathole District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their
administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES:  Mr N Pinyana Tel No: 043 7222 602/09

POST 22/13:  FINANCIAL ADMINISTRATION CLERK
Directorate: Media Buying

SALARY:  Commencing Salary of R152 862 per annum
CENTRE:  Pretoria

REQUIREMENTS:  Applicants should be in possession of an appropriate Grade 12 Certificate and Higher Education Certificate (NQF level 5) in Accounting, Business Studies or related qualification. 1 year experience including internship or learnership. Skills and Competencies: job knowledge, interpersonal relations; flexibility; teamwork; computer; planning and organisation; language; good verbal and written communication skills. Excellent understanding of the requirements for effective financial management and Supply Chain processes. The ideal candidate must be able to work under pressure as part of a team and adhere to set deadlines. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. He/she must have the ability to use modern electronic systems to convey information, handle multiple tasks and coordinate work within a team environment. He/she must have an understanding of financial management and supply chain processes.

DUTIES:  The successful incumbent will be responsible for requesting quotations from service providers, send out briefs to suppliers for campaigns, prepare and ensure suppliers SBD documents are kept updated, CSD reports and all compliance related documents, update the various internal databases, prepare invoices for payment, file proof of flightings, assist in handling payment queries, assist in compiling financial reports, ongoing liaison with internal and external clients and media owners.

ENQUIRIES:  Mr S Mlisa: Tel No: 012 473 0287
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 15 June 2018, 12H00 No late applications will be considered.

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

OTHER POST

POST 22/14: MANAGER CONTACT CENTRE REF NO: (MNG/CC-CRM/2018/06-1P)

SALARY: R657 558 per annum (All-Inclusive package) Permanent

CENTRE: Pretoria Office

REQUIREMENTS: A Recognized three-year National Diploma/Bachelor’s Degree or equivalent three year qualification (360 credits/NQF 6). Six (6) years appropriate proven experience in a Contact Centre environment of which three (3) years should be in a managerial role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Call Centre performance management. Knowledge of Managing business processes. Knowledge service centred service. Knowledge of GEPF services and products. Knowledge of client relationship management.

**DUTIES**: The key outputs for this position include, but are not limited to: Manage the handling of incoming and outgoing calls and emails: Monitor the application of appropriate actions to effectively control incoming and outgoing calls. Monitor the log-on time and agent’s availability. Manage call queuing time and allocate call to available agent. Oversee and manage the performance report of the call system and advise the supervisors and agents on areas that still needs improvement. Manage random calls to improve quality, minimize errors and track operative performance. Manage proper opening and closing of calls according to call center process documents. Oversee and manage all complicated queries referred by supervisors. Monitor and manage resource for supervisors and agents to effectively provide solutions to clients. Manage the effective utilization of resources to achieve the operational strategic goals. Ensure that all email queries received from the Presidential Hotline, Media and the Fund are responded to within agreed service levels. Provide management with productivity reports as required and on an ad-hoc basic. Develop and implement contact center strategy: In conjunction with the senior manager, develop and implement GPAA contact center strategy that meets organisational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of call center on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the senior manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Attend pension fund related functions and call centre industry related functions to share information with the staff and for benchmarking purpose. Manage the implementation of the Contact Centre policies and procedures: Monitor guidance to Inbound and/or outbound calls to supervisors and agents with appropriate procedures aligned to the Fund policies and procedures. Monitor policies and procedures for areas of improvement and enhanced Customer Centre. Oversee and communicate changes in policies and procedures to the supervisors and staff. Ensure consistent compliance to GPAA policies and procedures, corporate governance and relevant legislation. Build, maintain and manage relationships and Operational Level Agreements with other business units and ensure timeous response to queries forwarded to them. Effective management of Contact Centre unit: Manage and develop staff continually by striving to up skill and motivate staff through effective leadership, mentoring, coaching, performance improvement in line with individual developmental plans. Identify development and succession planning requirements. Ensure appointment is in line with employment equity targets/strategy. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES**: Ms Felicia Mahlaba Tel No: 012 319 1455

**NOTE**: One Manager Contact Centre position is currently available at GPAA. The successful incumbent will manage inbound and outbound call centre functions to deliver service propositions which align with business and channel strategies. The post will be filled permanently. Employment Equity targets for the post is African, Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.
GOVERNMENT PRINTING WORKS

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

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

FOR ATTENTION:
Ms M Mbokane, Human Resources, Tel No: 012 748 6296

CLOSING DATE:
15 June 2018

NOTE:
Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical 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 managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 22/15:
DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: (GPW18/30)

SALARY:
R657 558 per annum (Level 11)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s degree/diploma or equivalent NQF Level 6 qualification, 6-8 years’ relevant experience in Supply Chain Management of which at least 2-3 years must be at a supervisory level, 3-5 years’ experience at strategic sourcing (Direct and Indirect) in an industrial / production environment, Knowledge of the Supply Chain Management Framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant prescripts, Good understanding of good Corporate Governance principles (King III), Computer literacy (MS Word, Excel, PowerPoint etc.), Competencies: Performance optimisation and innovation, Client orientation and focus, Strong analytical skills, Policy analysis and development, Project management, People skills, Planning skills, Good verbal and written communication, Financial skills, Ability to negotiate.

DUTIES:
Develop and direct the consolidated purchasing function to ensure that high-quality goods, services and strategic materials are obtained in the most cost-effective manner and delivered at the scheduled time, Formulate and execute strategies for BBBEE development, utilising preferential procurement interventions, Support and drive systems and process development and improvements, Manage the
responsibility of procurement of staff to ensure strategy implementation and that goals and objectives are accomplished. Provide for the smooth functioning of operational activities by way of a sufficient and uninterrupted flow of goods and services to the manufacturing leg of the GPW. Implement and manage an efficient, cost-effective and integrated procurement system throughout the organisation, Support the departmental objectives and expenditure budgets by ensuring alignment to the overall procurement approach and practices, Quality management in the sourcing division.

ENQUIRIES
: Mr. S Rizvi Tel No: 012 748 6380

POST 22/16
: ASSISTANT DIRECTOR – WAREHOUSE MANAGEMENT REF NO: (GPW 18/35)

SALARY
: R417 552 per annum (Level 10)

CENTRE
: Pretoria

REQUIREMENTS
: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Warehouse Management/ SCM/ Logistics, 3 - 5 years' experience in Warehouse Management, 1 - 2 years' supervisory experience, Broad and deep inventory management knowledge, Knowledge of SCM process, Strong administrative skills, Ability to plan, co-ordinate and manage multiple tasks, Hands-on individual that is capable and dedicated to getting the job done, Report writing skills, Good communication skills, Excellent Computer Proficiency Excel, Experience within an ERP environment will be an added advantage.

DUTIES
: Oversee and manage operations in a large stationery warehouse facility, Oversee inventory management, Verify replenishments, Approve / Perform daily, weekly and monthly processing of transactions on ERP System, Review administrative reconciliations with regard to customers' accounts, Ensure weekly/monthly/annual stock count and other reporting requirement, Maintain financial records in compliance with policies and procedures, Comply with SCM policies and implement the standard operating procedures, Respond to audit queries, Resolve complaints from outside institutions, Resolve administrative queries, Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES
: Mr.V.Manganye, Tel No: (012) – 748-6131

POST 22/17
: CHIEF ARTISAN GRADE A (LITHOGRAPHY PRESS CAPTAIN) REF NO: (GPW18/31)

SALARY
: R343 329 per annum

CENTRE
: Pretoria

REQUIREMENTS
: Grade 10 or equivalent qualification plus a completed apprenticeship in sheet-fed machine minding, At least 10 years’ post-apprenticeship experience on operating printing equipment of which 5 years must have been in operating multi-colour computerised sheet-fed machines, 2-3 years’ proven supervisory experience, Computer literacy, Problem-solving skills, Good interpersonal skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES
: Manage the Sheet-fed / lithography printing unit, Ensure that the printing equipment is effectively and efficiently utilised, Meet and achieve the applicable standard production targets, Maintain high-quality control of products produced, Prepare daily/weekly/monthly production reports, Oversee and monitor the training programmes in the division, Ensure the adherence to Occupational Health and Safety regulations and policies, Conduct performance appraisal of personnel, Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES
: Mr T Khumalo, Tel No: (012) 748 –6329

POST 22/18
: ASSISTANT DIRECTOR – STRATEGIC SOURCING REF NO: (GPW 18/36)

SALARY
: R334 545 per annum (Level 09)

CENTRE
: Pretoria

REQUIREMENTS
: An appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management / Procurement, 2-3 years relevant working experience specializing in sourcing of direct and indirect products and of which at least 1-2
years must be at a supervisory level, Extensive knowledge of the PFMA and PPPFA, Ability to manage procurement activities which includes tender management, Excellent writing ability and verbal communication skills, Good presentation skills and the ability to liaise at a senior level, Computer literate with competence in Microsoft Office suite packages, Maintain confidentiality and be able to work independently, Applicants must also be able to work as part of a team, have strong problem solving skills and results orientation and work well under pressure.

**DUTIES**
- Coordinate all procurement activities within SCM, Ensure implementation of SCM policies and the review thereof, Administer tender administration and ensure the execution of tender procedures, Evaluate and prepare reports related to procurement activities, Ensure implementation of audit recommendations, Perform follow-ups on management action plans, Provide input into SCM plans, methodologies and framework.

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

**POST 22/19**
- **CREDITORS ACCOUNTANT REF NO: (GPW 18/37)**
- **SALARY**: R281 418 (Level 08)
- **CENTRE**: Pretoria
- **REQUIREMENTS**: An appropriate 3 year degree/diploma in financial accounting or an equivalent NQF level 6 qualification, 3-5 years’ Account Payable experience, Understanding of the Public Finance Management Act and Treasury Regulations, Computer literacy with good knowledge of MS Office (Outlook and Excel), Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to details, Strong administrative skills, The ability to plan, coordinate and manage multiple tasks, Report-writing skills, Experience within an ERP environment.

**DUTIES**
- Managing, capturing and posting of suppliers invoices, Checking all suppliers reconciliations statement every month, Reconcile all suspense accounts on a monthly basis, Manage all forex and prepayment transactions and its reconciliation, Assist in managing and oversee account payable functions performed by account payable clerks, Assist in managing supplier’s database, Ensure that all suppliers comply with National Treasury CSD requirements prior to payment, Assist with year-end and month end procedures, Overseen proper record keeping of all relevant documentation, Assist in drafting standard operating procedures, Assist with audit queries, Resolve queries from outside institutions, Resolve administrative queries, Oversee training, development and application of performance management within area of responsibility.

**ENQUIRIES**
- Mr. J Mulaudzi, tel No: (012) 748-6246

**POST 22/20**
- **WAREHOUSE SUPERVISOR (CENTRAL & MAINTENANCE STORES) REF NO: (GPW18/38)**
- **SALARY**: R226 611 per annum (Level 07)
- **CENTRE**: Pretoria
- **REQUIREMENTS**: Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management / warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, Valid code 8 driver’s license, A NQF level 6 qualification in Logistics or Supply Chain Management and or supervisory experience will be an added advantage.

**DUTIES**
- Supervise and manage consumables and warehouse, Ensure correctness of goods received and timely stock capturing, Ensure stock availability and accuracy, Ensure shelves are stacked and marked correctly, Conduct cycle counts, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.

**ENQUIRIES**
- Ms. L Sithebe Tel No: 012 748 6224
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<tr>
<th>POST 22/21</th>
<th>WAREHOUSE SUPERVISOR (PAPER STORE) REF NO: (GPW14/39)</th>
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<tr>
<td>SALARY</td>
<td>R226 611 per annum (Level 07)</td>
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<td>CENTRE</td>
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<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification, 3-5 years applicable experience in stock management / warehouse administration, Computer literacy (MS Word/Excel), Good verbal communication as well as good interpersonal skills, Numeric skills, Valid code 8 driver's license, A NQF level 6 qualification in Logistics or Supply Chain Management and or supervisory experience will be an added advantage.</td>
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<td>DUTIES</td>
<td>Supervise and manage the paper warehouse, Ensure correctness of goods received and timely stock capturing, Ensure stock availability and accuracy, Ensure that weekly cycle counts are conducted and controlled, Respond to audit queries (internal and external) and ensure that recommendations are implemented, Ensure full compliance with rules and regulations applicable to warehouse, Stock replenishment, Ensure proper record management of documents, Ensure staff development, coaching, mentoring and performance appraisals, Adhere to Health and Safety Regulations.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. L Sithebe Tel No: 012 748 6224</td>
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<tr>
<th>POST 22/22</th>
<th>ICT TECHNICIAN (SERVICE DESK) REF NO: (GPW 18/40) (X2 POSTS)</th>
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<td>CENTRE</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Relevant Degree/National Diploma in Information Technology/Computer Science/Information Systems or equivalent NQF level 6 qualification or Grade 12 plus CompTIA A+, N+, or any relevant Systems Support Certification, 2-3 years' ICT end user support experience and understating of Service Desk environment is required.</td>
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<td>DUTIES</td>
<td>Respond/resolve end user requests/problems in a prompt/professional manner, Inform end user of actions required to resolve problem, Follow-up complaints of requests not resolved, Assists with the deployment of end user peripherals as well as workstation, Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary, Manage all open issues and requests, Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneous, Prioritize, identify, research, and resolve technical problems, Troubleshoot functional and technical incidents occurring within GPW technical environment, Excellent working knowledge of computerized production systems, Evaluate and resolve all end user peripherals issues related to hardware and software issues, Escalate warranty repairs for peripherals to appropriated vendor call centres, Assists in network connectivity to all GPW offices, and, remote offices, Provide support to users on technical related issues peripheral support for computers (Desk &amp; Laptops) printers, scanners, IP phones, etc., Provide support for multifunction and high-volume printers (print, fax, scan), Apple Macintosh support, Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), metropolitan area network (MAN), 3G &amp; WiFi, Follow up on priority calls, Update and maintenance of knowledge base and Technical documents, Monitoring of calls to maintain effective service support, Plan and perform appropriate procedures, documentation, inventory assessment, and other procedures related to ICT.</td>
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<td>ENQUIRIES</td>
<td>Mr. A. Apleni, Tel No: (012) 748 6090</td>
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<tr>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 or equivalent certificate plus a completed apprenticeship in Electronic Origination/Pre-press in the printing industry, Computer skills: Proficiency on Apple Mac with Adobe creative suit, Ability to take work from concept through to repro. Knowledge of commercialised printing and printing processes, Advanced typing</td>
</tr>
</tbody>
</table>
skills, Good communication skills, Creativity (planning, organizing problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

**DUTIES**
Responsible for typesetting, scanning, colour retouching, design and layout of jobs from concept to plates, Do quality checking, Impose and print of plates.

**ENQUIRIES**
Ms. H. Macozoma Tel No: 012 748 6345

**POST 22/24**
**ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW18/33)**

**SALARY**
R167 778 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Grade 10 or equivalent certificate plus a completed apprenticeship in electronic origination or related printing trade, Good computer skills, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Excellent reading skills, Grade 12 will be an added advantage.

**DUTIES**
Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impose and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis, Ordering of stock

**ENQUIRIES**
Ms. H. Macozoma Tel No: 012 748 6345

**POST 22/25**
**ARTISAN (PRODUCTION) (PERSONALISATION) REF NO: (GPW18/34)**

**SALARY**
R167 778 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
Grade 10 or equivalent qualification plus a completed apprenticeship in a printing trade. Basic computer skills, Good interpersonal skills, Quality conscious, Preference will be given to candidates in a possession of electronic origination or DTP qualification, Grade 12 will be an added advantage.

**DUTIES**
Adjust, run and maintain personalisation equipment, Reconcile personalisation documents daily, Ensure optimum quality standards, Be responsible for scheduled operator maintenance.

**ENQUIRIES**
Mr. F. Nagel Tel No: 012 748 6109

**POST 22/26**
**PRINTERS ASSISTANT REF NO: (GPW 18/41) (X 22 POSTS)**
Branch: Operations and Production (Finishing and Printing Operations)

**SALARY**
R127 851 per annum (Level 04)

**CENTRE**
Pretoria

**REQUIREMENTS**
Grade 10 or equivalent qualification, Numerical proficiency, Problem-solving skills, Attention to detail, Grade 12 will be an added advantage.

**DUTIES**
Successful candidates will be performing general assistant duties on equipment such as: sewing, guillotines, folding, foiling, side stitching, gluing and other binding / printing machines. Operate gluing machines, putting strips on quarter bound books, make hinges, pasting of files, counting of sheets and assist artisans with quarter bound books, moving and stacking of printed matter, General housekeeping and cleaning duties.

**ENQUIRIES**
Mr S Letshwiti, Tel No: (012) 748-6321 / Ms M Letsoalo, Tel No: (012) 748-6316
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.

APPLICATIONS: Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE: 18 June 2018 at 12h00.

NOTE: Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

POST 22/27: DIRECTOR: CAPITAL PROJECTS APPRAISAL (GTAC) – REF NO: G008/2018
Term: Permanent

SALARY: R948 174 – R1 116 918 per annum (All-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: To be considered for this position, the applicant should have a completed postgraduate degree (NQF Level 8) in Economics, Finance or related fields from an accredited educational institution. A master’s qualification will be an added advantage. A minimum of 7 years’ relevant experience in capital project and economic analyses of which at least 5 should be at a Middle Manager or Supervisory Level. Must have sound understanding of analysis of capital projects and implications of long-term investment. Must have knowledge and experience in research, project analysis and report writing skills, with the ability to interpret economic policy outcomes. Must have experience with performance and/or project management.

DUTIES:
- Analysis of Large Capital Projects including; produce reports on infrastructure projects and their implications on the fiscus and the economy, Initiate research and analysis of factors that will impact on investment in capital projects, perform analysis of the socio-economic impact of proposed capital projects on the economy and industrial development, compile presentations, speaking notes and speeches for the DDG, Minister and DG, development and implementation of databases of various microeconomic and macroeconomic indicators to assist in the estimation of costs and benefits of proposed capital projects; and present Departmental positions on investment in proposed capital projects and their impact on the real economy and industrial development issues developed in conjunction with National Treasury business units. Policy development, advice and implementation including; produce briefing notes and memos to the Director-General and Minister on the implications on investing in proposed capital projects and their implications on the real economy and industrial development, provide relevant inputs into various National Treasury policy discussions regarding investment in capital projects; and develop policy guidelines for implementation in the analysis of various capital projects. Sector Analysis and Research including; Initiate research and analyse factors impact on investment in infrastructure sectors, including financing, demand, growth, pricing, policy and regulation, perform research on infrastructure developments and benchmark against international best practices.
and trends to keep abreast with external issues, engage stakeholder departments on economic and social infrastructure, sector planning and other related policy issues. Project Management including, oversee team of analysts undertaking capital project analysis; provide guidance on technical work and ensure analysis is delivered on time and according to accepted appraisal methodologies, liaise with internal and external stakeholders and government Departments, on projects with regard to appraisal progress, queries and findings, manage project plan, project resources and project analysis outcomes/ objectives and represent the unit on project steering committees.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442

OTHER POST

POST: 22/28 : FINANCIAL ANALYST (GTAC) – REF NO: G007/2018

Term: 3 Year Fixed Term Contract

SALARY : R779 295 – R917 970 per annum (All-inclusive package) (Level 12)

CENTRE : Pretoria

REQUIREMENTS : Completed NQF Level 7 B. Com Degree Finance/Accounting or relevant 3 year qualification from accredited educational institution. A post graduate qualification and grant management experience will be an advantage. At least 3-5 years professional working experience. Experience in appraising, negotiating and closing Project Finance, Corporate Finance and Structured Finance transactions. Strong accounting background and credit risk analysis skills. Must be able to comprehensively analyses financial statements. Must be able to independently conduct financial model reviews and analysis. Experience in reporting, consolidation and financial analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations, GRAP).

DUTIES : Financial Appraisals and Portfolio Reports including; Analysis of Corporate Financials, Appraises new investment proposals (due diligence) and opportunities, ensures commercial analysis, financial modelling and analysis, risk and institutional analysis are done, prepares appraisal/credit reports when necessary for presentation and submission to various committees; negotiates on project documents, prepares disbursement request reports for submission; oversees disbursements to approved projects as well as monitor project progress post investment, prepares complex financial reports as mandated by the immediate supervisor, assists in compiling data and interpreting legislated financial reporting requirements and regulations; reviews and verifies statistical and financial information, determines cost of operations by establishing standard costs; collecting operational data. Cost Analysis including Determines cost of operations by establishing standard costs; collecting operational data, identifies financial status by comparing and analyzing actual results with plans and forecasts, guides cost analysis process by establishing and enforcing policies and procedures, provision of trends and forecasts, provide explanation on processes and techniques and recommend actions, improves financial status by analyzing results and monitoring variances, identify trends and recommend actions to Jobs Fund management, recommends actions by analyzing and interpreting data and making comparative analyses. Accounting and Compliance including; Examines accounting data for accuracy, appropriateness and documentation, audits document submitted for payment for compliance with Jobs Fund guidelines, assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures, prepares and maintains mandated documents as required.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
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: 18 June 2018 at 12:00 Mid-day

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

OTHER POSTS

POST 22/29: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (X4 POSTS)
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health - SD: Gauteng and SD: NC

SALARY: R281 148 per annum as per OSD. Certified copies of original certificates of service must be submitted with the application.

CENTRE: Gauteng: Ref No: NDOH 31/2018 (X3 Posts)
Northern Cape: Ref No: NDOH 32/2018 (X1 Post)

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

DUTIES: Monitor and control the spread of communicable diseases; provide free health pratique to international conveyances arriving into the country, monitor passengers arriving from Yellow Fever endemic countries. Monitor and inspect imported consignments detained for port health; inspection, sampling and detaining for assessment any imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance for chemical, microbiological, histological, irradiation and labelling purposes. Implement water quality monitoring, sanitation and food safety programs within and around points of entry; ensure that in-flight meals comply with health standards, collect and submit samples of suspected/high risk products to an accredited laboratory. Provide general administrative duties; compile daily, weekly, monthly quarterly and annual statistics for Points of Entry (PoE) operations, ensure proper utilization of resources. Engage with relevant stakeholders; supervise and train community
service EHP’s and scanner operators, participate in stakeholders meeting and outbreak response teams.

ENQUIRIES
: Mr P Jacobs at Tel No: (011) 613-5522/5692

POST 22/30
: GENERAL ASSISTANT (REF NO: NDOH 30/2018)
Chief Directorate: Occupational Health and Compensation Commissioner for Occupational Diseases
Directorate: Compensation Commission for Occupational Diseases

SALARY
: R107 886 per annum (plus competitive benefits)

CENTRE
: Johannesburg.

REQUIREMENTS
: A Senior Certificate (Grade 12) or equivalent NQF 4 certificate. Basic experience in the operation of machines (e.g vacuum cleaner etc). Knowledge of cleaning and preparation of tea or coffee, personal hygiene. Basic communication (verbal and written) and interpersonal skills.

DUTIES
: Daily cleaning of the floor, mop and detergent/stripper of vacuum cleaner. Provide tea, coffee or water. Filling of aqua cooler bottles with water. Assist in mass production/photocopies. Ensure safeguarding of government property (equipment or cleaning material etc). Proper handling of equipment and store equipment after use.

ENQUIRIES
: Mr S Theka at Tel No: (012) 395 8962

NOTE
: Preference will be given to Coloured Male and Female as well as people with disabilities.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE: 22 June 2018

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

OTHER POSTS

POST 22/31: DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 18/58/CFO

Re-Advertisement

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A Bachelor’s Degree/National Diploma in Finance or Business Management/Administration; At least 3 years in finance environment; 3 years at managerial level; Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System) PERSAL and Vulindlela Management System; Knowledge and experience in commercial finance functions; A valid driver’s licence. Skills and Competencies: Good Communication skills; Interpersonal skills; Sound report writing and analytical skills; Supervisory skills; Ability to work under pressure and independently; Problem solving and decision making ability; Knowledge of computer programmes such as (Ms Word, Excel & Power Point); Goal and target orientated.

DUTIES: Manage the budgetary process; Consolidate Budget inputs according to requirements; Control shifting of funds, review and monitor the allocated budget; Provide reports to National Treasury and Parliament & its committees; Prepare, check and evaluate the consolidated adjustment estimates, ENE, MTEF Rollover and Cash flow; Provide effective people management.

ENQUIRIES: Ms. E Sebelebele Tel No: (012) 357 8662

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POST 22/32 : SENIOR LECTURE: INFORMATION TECHNOLOGY BUSINESS APPLICATION
REF NO: 18/54/JC
12 Months Contract Appointment

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

CENTRE : Pretoria: Justice College

REQUIREMENTS : A National Diploma/Degree in Information Technology or equivalent qualification related to information technology; 3 years' experience in training environment at supervisory level; Advanced certificate in End user training at NQF level 6; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; Certificate in advanced end user computing skills; A valid driver’s license. The following will serve as an added advantage: Honors degree; Assessor an moderator Certificate; Experience in curriculum development. Skills and Competencies: Communication (written and verbal skills); Project management skills; Business analysis; Facilitation skills; Creative and analytical; Research skills; Change management; Ability to work under pressure and tight deadlines; Advanced computer literacy skills (Windows, Office, Excel, MS projects access presentation and Visio).

DUTIES : Manage the provision of advanced IT training to learners/trainees as per training programme; Manage and contribute to the designing planning and implementing of high quality curriculum in specialized subject areas and across the Justice College; Manage and contribute in developing e-learning content; Manage and coordinate the assessment of learners; Oversee and undertake relevant research to enhance quality training and curriculum development in specialized subject areas; Manage and maintain the accreditation of training material; Interact with business analyst when new curriculum is developed; Plan training interventions including the scheduling of courses and coordinating logistical arrangement; Manage projects resources and staff performance; Manage the IT equipment and departmental assets and ensure protection of intellectual property; Render assistance with the drafting of the response to audit findings and auditor statements.

ENQUIRIES : Ms. P Leshilo Tel No: (012) 357 8240
APPLICATONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 22/33 : ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 18/56/CFO
Re- Advertisement (12 Months Contract Appointment)

SALARY : R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification at NQF6; A minimum of 3 years relevant experience in the field of Finance which must include Internal Control experience as a State Accountant; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organising skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

DUTIES : Investigate and report all Irregular Expenditure within the Department; Monitor and report the investigated and finalized Fruitless, Wasteful and unauthorized expenditure within the Department; Monitor and review CFO branch policies, standards operating procedures, delegations of authority and internal controls; Report on financial statements, information management and work performed for statistical purposes; Identify Internal Control weaknesses and ensure measures are implemented; Provide effective people management.
ENQUIRIES : Ms N Joseph Tel No: (012) 357 8646
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address:
The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
NOTE : People with disability are encouraged to apply.

POST 22/34 : ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/57/SA
Re-Advertisement

SALARY : R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Pretoria
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES : Handle litigation and appeals in the High Courts, Magistrate’s Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

ENQUIRIES : Ms K Ngomani Tel No: (012) 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address:
The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
NOTE : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 18 June 2018 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed (NB: A, B, C is compulsory) and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate, ID-document and a Driver’s license where applicable. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON
POST 22/35 : CHIEF INFORMATION OFFICER REF NO: HR4/18/06/17HO
Chief Directorate: Information Communication Technology
SALARY : R1 127 334 per annum (All inclusive)
CENTRE : Head Office
REQUIREMENTS : Undergraduate Degree on NQF 7 in Information Communication and Technology. Five (5) years experience in a Senior Management position in the field of ICT. A valid driver’s licence. Knowledge: Service Levy Agreements (ICT), Technical standards / procedures (ICT), Latest Developments on ICT field, Procurement of ICT equipment, Training and Development, Managerial functions, Financial regulations, Public Service Act, Public Service regulations. Skills: Analytical thinking, Research, Computer utilization, Policy formulation, Adaptability during changes to meet the goals, Strategic management, Communication, Project management.
DUTIES : Provide strategic leadership, support and advice to the Department regarding Information Communication Technology systems. Develop departmental supporting information management and information technology policies and strategies. Monitor the implementation and performance of Public Private
Partnership contract management for the Department. Promote effective management of information and information technology as enabler as a strategic resources. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Responsible for the resources and performance management of staff in the Chief Directorate.

ENQUIRIES: Ms. BB Matebesi, Tel No: (012) 309 4865
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 22/36: DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: HR4/18/06/01HO

SALARY: R948 174 per annum (All inclusive)
CENTRE: Directorate: Planning, Monitoring and Evaluation, Head Office
DUTIES: Facilitate and coordinate the review of the Provincial Strategic Plans. Monitor Performance against plans and set targets. Manage the compilation of performance information reports. Provide secretariat services for all management meetings in the office of the Director-General. Manage the resources of the Directorate.

ENQUIRIES: Ms. M Bronkhorst, Tel No: (012) 309 4969
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 22/37: DIRECTOR: STATUTORY SERVICES REF NO: HR4/18/06/02HO

SALARY: R948 174 per annum (All inclusive)
CENTRE: Head Office
REQUIREMENTS: Four (4) year degree (NQF7 & SAQA recognized) in Law/ LLB. Admission as an Attorney or Advocate who had undergone pupilage and passed their Bar examinations. Five (5) years of experience at a Middle Management level. Three (3) years functional experience in a Legal / Inspection and Enforcement services. A valid driver’s licence. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strategic management, Analytical, Innovative, Strong leadership, strategic decision-making abilities.
DUTIES: Develop strategy to render administration of statutory law. Plan, develop and lead the conduct of research and/ or investigate on the development of statutory law. Plan and develop strategy to encourage cooperation of relevant stakeholder’s e.g. internal stakeholder and external stakeholder. Manage the development of the policy and provide technical advice to relevant stakeholders. Develop and manage the implementation of capacity programmes on statutory services.

ENQUIRIES: Adv. F Mncanca, Tel No: (012) 309 4562
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 22/38: DIRECTOR: WORK-SEEKER SUPPORT SERVICES REF NO: HR4/18/06/04HO

Directorate: Work-Seeker Services

SALARY: R948 174 per annum (All inclusive)

CENTRE: Head Office


DUTIES: Manage and maintain programmes for gathering information on work seekers, training opportunities, institutions, careers information and guidance; and other related functions as outlined in the ES Act. Manage the development of standards, tools, materials etc. to support Provincial Offices and Labour Centres on ES matters. Manage the implementation of work seekers support programmes. Manage special labour market programmes for designated group (youth, women and people with disabilities retrenches, ex-offenders). Monitor, evaluate, and report on the work seeker services activities in the Provincial Offices and Labour Centres.

ENQUIRIES: Mr. Sagren Govender, Tel No: (012) 309 4141

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 22/39: DEPUTY DIRECTOR: IT INFRASTRUCTURE SUPPORT REF NO: HR4/4/3/2DDITIS/UIF

SALARY: R657 558 per annum (All inclusive)

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Manage installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network), Perform network monitoring functions (LAN & WAN), Provide planning and advanced technical expertise, Manage the contract and services rendered by the service providers. Approve and monitor the reconciliation of payments for the Unemployment Insurance claims to eligible beneficiaries. Monitor, follow up and report on open vouchers (payment which financial institutions could not process for various reasons). Compile financial reports on benefits payments. Manage the implementation of internal controls. Manage resources (Human, Financial, Equipment, Assets) in the Sub- Directorate.

ENQUIRIES: Mr. VM Gqoli Tel No: (012) 337 1613/1422
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.

FOR ATTENTION: Sub-directorate: Human Resources Management, UIF


SALARY: R657 558 per annum (All inclusive)

CENTRE: Provincial Office: Free State

REQUIREMENTS: Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years Management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service Regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administration Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational Management, Creative and Innovation, Analytical Thinking, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving, Decision Making, People Management and Employment (including developing others), Communication (written and verbal), Risk Management.

DUTIES: Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the province. Provide operational and technical support to Processing labour Centre within the province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES: Dr. N Kahla, Tel No: (051) 051 505 6397

APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein

POST 22/41: CAREER GUIDANCE COORDINATOR: PUBLIC EMPLOYMENT SERVICES NO: HR4/4/1/90

(Re-advertisement previous applications will not be considered, applicants must apply)

SALARY: R417 552 per annum

CENTRE: Provincial Office: East London


DUTIES: Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisations. Manage, and co-ordinate the administration of psychometric assessment.

ENQUIRIES: Ms. KD Mogotloane, Tel No: (043) 701 3076

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Provincial Office.

POST 22/42: SENIOR EMPLOYMENT SERVICE PRACTITIONER III (ESP3) REF NO: HR4/4/8/318

SALARY: R417 552 per annum
CENTRE: Labour Centre: Kimberly

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

ENQUIRIES: Mr J Mphahelele, Tel No: (053) 8381580
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at Corner Pniel & Compound Street, Kimberley
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kimberley
POST 22/43: ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR4/4/1/120
SALARY: R417 552 per annum
CENTRE: Provincial Office: Eastern Cape

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

ENQUIRIES: Ms. NN Tetyana, Tel No: (043) 701 3019
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Provincial Office.
POST 22/44: ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/UIF (Re-advert)
SALARY: R334 545 per annum
CENTRE: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: Three (3) year tertiary qualification in Information Technology/ Project Management/ Public Administration/ Public Management / Operations Management. Certificate in Project management will be an added advantage. Four (4) years functional experience of which two (2) years must be in ICT project management / Administration. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Protected Disclosure Act, Unemployment Insurance Act (UIA), Unemployment Insurance
Contribution Act (UICA), Promotion of Access to information Act (PAIA)


**DUTIES**: Manage effective delivery of Information Communication Technology priority projects for the UIF, Manage Information Communication Technology project deliverables in line with the Fund’s strategic objectives, quality standards and expectations, Provide best practice development and implementation in all Information Communication Technology projects and programmes, Manage resources (Financial, Equipment /Assets) in the section.

**ENQUIRIES**: Mr. VM Gqoli Tel No: (012) 337 1613/1422

**APPLICATIONS**: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria 0001.

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

**POST 22/45**: ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2ASDRPD/UIF (X2 POSTS)

**SALARY**: R334 545 per annum

**CENTRE**: Unemployment Insurance Fund: Pretoria

**REQUIREMENTS**: A three year tertiary qualification in Humanities: Policy Studies/ Development Studies/ Social Sciences/Public Administration / Management. A post graduate degree in research or development studies will be an added advantage. Two (2) years functional experience in Research and Policy Development environment. Two (2) years supervisory. Knowledge: Policy Analysis, Development and Management, Research Management and Methodologies, Quality Management, Project Management, Public Finance Management Act (PFMA) , Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA) Skills: Report writing, Risk Management, Financial Management, Diversity Management, Computer Literacy, Research Methodology, Communication, Conflict Management, Problem Solving, Presentation, Planning and Organizing, Analytical and Creativity

**DUTIES**: Facilitate Policy Development processes in Unemployment Insurance Fund Coordinate and monitor the review of policies in Unemployment Insurance Fund, Conduct research studies for Unemployment Insurance Fund, Manage resources (Human, Finance, Equipment, Assets) within the section

**ENQUIRIES**: Ms DM Ratau, Tel No: (012) 337 1706

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

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

**POST 22/46**: ASSISTANT DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/7/37

**SALARY**: R334 545 per annum

**CENTRE**: Provincial Office: Mpumalanga


**DUTIES**: Manage employer’s declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and
training services to the business unit. Manage resources (Human, Financial, Equipments/Assets) in the section.

**ENQUIRIES** : Ms. NF Mkhonto, Tel No: (013) 655 8829

**APPLICATIONS** : Human Resources Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at Corner of Hofmeyer and Beatty Avenue, Labour Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga
DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 15 June 2018

NOTE: Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment.

OTHER POSTS

POST 22/47: STATE ACCOUNTANT REF NO: DMR/18/0002

SALARY: R281 418 per annum (Level 08)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A National Diploma/Degree in Accounting/Financial Management with relevant experience PLUS the following key competencies: Knowledge: Computer Literacy, BAS and PERSAL; Skills: High numerical skills Communication: Good verbal and written communication skills; Creativity: Creative: Innovative thinker.
DUTIES: Verify allocations and pre-authorise transactions on LOGIS, Safety net and approve Payments on BAS. Oversee/identify the processes of receiving and expediting of invoices and follow-up on outstanding items. Oversee/identify irregular expenditure identified during the pre-authorisation process and follow-up thereon. Co-ordinate the maintenance of Invoice and Disbursement Registers and distribution of remittance advices (payment stubs). Process journals and maintain the suspense accounts and submit monthly reports. Attend to auditors (internal and external) and client queries. Supervise and develop staff.

ENQUIRIES: Mr Gideon Tshivhase 012 444 3092
NOTE: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

ACCOUNTING CLERK: PAYROLL ALLOWANCE REF NO: DMR/18/0002 (X2 POSTS)

SALARY: R152 862 per annum (Level 05)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A National Diploma /Degree in Accounting/Financial Management with relevant experience in payroll and salaries PLUS the following key competencies: Knowledge: Computer Literacy, BAS and PERSAL; Skills: High numerical skills Communication: Good verbal and written communication skills; Creativity: Creative: Ability to perform well under pressure, Customer oriented, Self-driven.
**DUTIES**

Verify and capture information on Persal and BAS Systems. Recall salaries, perform calculations, capture the correct amount on the system and process payment and clear suspense accounts. Handle, monitor and follow-up on service termination processes e.g. transfers to other Government Department, retirement, resignation, etc. Recalculate the backpay, medical, mortgage bond, refunds, garnishee orders, pension and re-instate the correct amount on Persal System. Dispatch, record and monitor payroll certificates to different payments and inform Directorate: Human Resource Administration and Practices if there is any changes on payroll certificates. Verify and authorise transactions from Human Resource Administration and Practices, open files and maintain records thereof. Handle all correspondence related to salaries (verbally and/or written) for internal and external clients and provide Auditor-General with information when requested.

**NOTE**

Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

**ENQUIRIES**

Mr Gideon Tshivhase ☎️012 444 3092
ANNEXURE N

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts.

Our buildings are accessible to people with disabilities.

APPLICATIONS: Recruitment Administrator: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za.

CLOSING DATE: 15 June 2018 at 12:00

NOTE: Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement. No late applications will be accepted. Please note: 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 22/49: DIRECTOR: PUBLIC FINANCIAL MANAGEMENT (PFM), EDUCATION, TRAINING AND DEVELOPMENT REF NO: S019/2018
One Year Fixed-Term Contract
Division: Office of the Accountant-General (OAG)
Purpose: To manage the development, implementation and delivery of national frameworks, guidelines, and standards for SCM education, training and development, in all three spheres of government.

SALARY: R948 174 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A relevant recognised Bachelor’s Degree (NQF 7), preferably in Public Administration, Education or related field, 5 years’ in middle management experience in the Education, Training and Development (ETD) environment, Experience in implementing ETD quality management systems, Knowledge of public finance management, Experience with information analysis and report writing, Research capability.

DUTIES: Maintain the Integrated Learning Matrix (ILM), Coordinate, influence and develop formal Education, Training and Development programmes, including policies, guidelines, mechanisms, methodologies and platforms to engage with service providers, Support the design and implementation of Talent Pipelines for PFM discipline, Manage the design, development and delivery of ETD solutions, Support multiple delivery approaches and facilitate broad-based participation, Monitor and evaluate the performance and impact of PFM ETD solutions, Develop mechanisms to transfers relevant knowledge and case studies to ETD providers, Perform research on good practice with regard to ETD.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
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 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: 22 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.

OTHER POST

POST 22/50: PERSONAL ASSISTANT TO THE COMMISSIONER REF NO: PA/COM/05/2018

SALARY: R226 611- R266 943 per annum (Level 07)

CENTRE: National Office, Pretoria

REQUIREMENTS: A Secretarial Diploma (NQF Level 5) coupled with three (3) to five (5) year’s experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver’s license.

DUTIES: The successful candidate: Will be responsible for the smooth operation of the Commissioner’s Office. He/she will serve as a Personal Assistant to the Commissioner. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administering office correspondence/documents/reports. Assist in the expenditure control for the office of the Commissioner. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/ workshops and taking minutes during meetings. Administering the Commissioner’s diary. Acting as a receptionist for the Commissioner and the Office. Liaising with internal and external stakeholders on behalf of the Commissioner.

ENQUIRIES: Mr JD Kgoedi Tel No: (012) 352 1033
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: 15 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 in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Management Echelon

Post 22/51: Head: Evaluation Ref No: 059/2018

CD: Evaluation

Salary: R1 127 334 - R1 347 879 all-inclusive salary package per annum (Level 14). The remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

Centre: Pretoria

Requirements: A 3 year tertiary qualification (NQF 7) as recognised by SAQA in the area of Evaluation, Public Administration or Research with at least 10 years appropriate experience of which 5 years must be at Senior Managerial level. A relevant Master’s Degree (NQF 9) with research thesis. Should have undertaken a wide variety of evaluations of government programmes and policies. Familiar with...
National Evaluation System. Must have knowledge of qualitative research methodologies and ideally familiar with quantitative methodologies. Good understanding of government across the three spheres; Competencies / Skills: strong research skills and understanding of research methodology, 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 applications (especially Microsoft Excel). 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. A valid driver’s licence is a requirement.

**DUTIES**

The successful incumbent will be responsible to conduct evaluations and support the National Evaluation System. This entails the management of the Evaluation Unit; Leadership of national evaluations and liaising with key national stakeholders around evaluations and its linkage to plans and budgets. Ensuring the development of a 3 year and annual national evaluation plans, and supporting rollout of provincial and departmental evaluation plans; Driving the National Evaluation System, coordinated with stakeholders through a national Evaluation Technical Working Group. Establishing an evaluation community of practice across government and appropriate learning and sharing across evaluation practitioners or managers in government. Commission or to support other government agencies to commission appropriate evaluations; Monitoring the undertaking of evaluations across government. Monitoring improvement plans of national evaluations. Monitoring/recommending of the unit’s statutory responsibilities in terms of PSA, PFMA and DPSA prescripts. 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.

**ENQUIRIES**

Mr N Nomlala, Tel No: (012) 312-0452.

**POST 22/52**

SENIOR SPECIALIST: PR & COMMUNICATIONS REF NO: 060/2018
Directorate: Marketing & Communications

**SALARY**

R948 174 - R1 116 918 all-inclusive salary package per annum (Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3-year tertiary qualification (NQF 7) in Communications and Marketing or equivalent with at least 8 years’ relevant experience in communications, marketing and stakeholder management of which 5 years’ at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) will be an added advantage. Must have In-depth knowledge of Government Communication processes and policies; Extensive knowledge about the dynamics of South African media; In-depth knowledge of government protocol processes and knowledge of development and implementation of strategies. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. A good understanding of governance issues. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA). Willingness to travel on a regular basis. A valid driver’s licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully liaise at high level in government.
Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

**DUTIES**

The successful candidate will be responsible to ensure effective communication between the department and the media and creating awareness of the department’s key objectives and activities. This entails managing the development and implementation of the Departmental communication and PR strategy aligned to the Departments strategic objectives and lead and oversee the implementation of the communication strategy. Undertake research on latest developments in the marketing and communications fraternity. Manage the development and implementation of the communication business plan; Effective management of flow of information between the, Department and its internal and external stakeholders and develop, implement and monitor internal and external communication processes. Manage the compilation and writing of newsletters, website, posters, speeches, magazines and memoranda; Manage the production of internal and external communication tools; Manage the coordination of printing and publishing of internal and external publications and manage the development and implementation of language policy and promote easy access to public information. Management of the Department’s branding and image building initiatives; Provide technical marketing and communication support to the Minister; Provide Parliamentary and media services. Ensure that Departments branding and promotional tools are displayed at every function the department is participating; Manage Department’s branding and imaging hub; Oversee the undertaking of surveys and research to analyse the departments public image and reputation; Facilitate the updating and maintenance of information on department’s website. Manage the production of marketing and public relations written and visual communication material; Manage the compilation of departments corporate calendar; Manage the procurement of Marketing and Communications operational needs and develop and manage Service Level Agreements with service providers.

**ENQUIRIES**

Mr N Nomlala, Tel No: (012) 312-0452

**OTHER POSTS**

**POST 22/53**

ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: 061/2018

NPC Admin Support

**SALARY**

R334 545 – R394 065 per annum (Level 09) plus benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3-year degree/National Diploma (NQF 6) in a research environment/field with 6 years’ appropriate experience of which 3 years must be in a Research environment. An under graduate qualification (NQF 7) would be an advantage. Competencies / Skills: research methodology, report writing and analytical skills. Computer literacy, excellent oral and written communication skills, research skills, knowledge management skills, project management skills, presentation skills, ability to maintain a high level of confidentiality, knowledge of government planning processes, the National Development Plan and outcome-based monitoring. Personal attributes: Must have organizational and planning skills, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.

**DUTIES**

The successful candidate will be responsible to assist in the coordinating of centralised research to develop and maintain an evidence base to inform planning, policy development, implementation monitoring and review. This entails providing of support in the research coordination process on planning, policy development, implementing monitoring and review and assisting with convening and coordinating of platforms on which matters of planning, policy development, implementing monitoring and review are discussed. Assisting with development of DPME research policies, strategies and systems, including protocols and standards and assisting with the coordinating of the DPME research agenda and assist with the coordinating of commissioning of strategic research assignments limited to planning.
ENQUIRIES : Ms J Mchunu, Tel No: (012) 312 0462

POST 22/54 : ASSISTANT DIRECTOR: FACILITIES & WORK ENVIRONMENT REF NO: 062/2018
Sub-Directorate: Security and Facilities

SALARY : R334 545 - R394 065 per annum (Level 09) plus benefits

CENTRE : Pretoria

REQUIREMENTS : A 3 year tertiary qualification (NQF 6) in the areas of Facilities Management, Occupational Health and Safety or equivalent with a minimum 5 years’ relevant experience of which 3 years must be in Facilities Management and 2 years at a supervisory level. A NQF 7 qualification will serve as an added advantage. The successful candidate should have the ability to demonstrate the sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce quality of work, be reliable and take initiative. Must have good written and verbal communication skills, be flexible and able to work with a team. Planning and execution, leadership skills and ability to delegate and empower subordinates. Supervision of staff and ability to control financial resources.

DUTIES : The successful candidate will be responsible for providing facilities and work environment management services, including occupational health and safety services: Develop and implement Safety Health Environment Risks Quality (SHERQ) programmes. Compile and submit quarterly SHERQ reports. Ensure compliance with OHS Regulations. Develop an OHS strategy and facilitate the implementation thereof. Establish OHS committees, appoint committee members and ensure the members receive the required training. Ensure that safety boxes/supplies are available and constantly refilled with consumables. Develop an emergency plan and ensure the plan is well-communicated. Ensure effective and efficient, refreshment, reception and cleaning services.

ENQUIRIES : Ms J Mchunu Tel No: 012 312 0462.
It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS
Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered.

CLOSING DATE
18 June 2018

NOTE
All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

OTHER POSTS

POST 22/55
DEPUTY DIRECTOR: LEADERSHIP DEVELOPMENT MANAGEMENT REF NO: DPSA/18/006

SALARY
An all-inclusive remuneration package of R779 295 per annum (Level 12). Annual progression up to maximum salary of R917 970 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structure according to personal need within a framework.

CENTRE
Pretoria

REQUIREMENTS
An appropriate qualification at NQF level 7 in Human Resource Management / Organisation Development, Public Management Administration or Labour Relations fields, Minimum of 3-5 years managerial experience at middle management level, Sound knowledge of Public Service Policy Framework, knowledge of Employment Relations, Policies and Procedures, Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist, Written and verbal communication, analytical, research, managing interpersonal conflict and resolving problems and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy, a valid driver’s licence.

DUTIES
To advise and effectively support human resource practices in relation to training and development of the Senior Management Service in the Public Service.
Research, develop and maintain policies and practices pertaining to training and Development Management of members of the SMS. Render clear and accurate advice on training and development for members of the SMS. Building capacity by providing training/conducting workshops on the policies, practices and systems related to training and development for the SMS. Provide advice and support to the MPSA, DM, DG and participate in DPSA transversal projects related to functional area of training and development. Management and Maintenance of competency based assessment practice and render technical support in terms of recruitment and selection policy and directive.

ENQUIRIES: Ms. R. Makhubela Tel No: (012) 336 1108

POST 22/56 : CHIEF ADMINISTRATIVE ASSISTANT REF NO: DPSA/18/008

SALARY: R226 611 per annum (Level 07). Annual Progression up to a maximum salary of R266 943 per annum is possible, subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate/Matric or equivalent qualification (NQF level 4). Appropriate experience in office administration and human resource management. Client orientation and customer focus, continuous improvement, problem solving and decision making skills. Communication and interpersonal skills. Knowledge of the Public Service Regulations and supply chain management processes. Proficiency in Ms Word and Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Good verbal and written communication skills.

DUTIES: Manage the advertising of vacancies throughout the Public Service and provide operational and administrative support to other members in the component. Issue the weekly Public Service Vacancy Circular. (Receive advertisements from departments via e-mail and fax. Analyse and peruse the advertisements. Distribute advertisements submitted by departments to the Administrative Assistant for the compilation of the Vacancy Circular and quality assure the final version thereof before releasing it for issuing). Develop and implement an annual programme for the issuing of the Vacancy Circular and the dates on which advertisements must be submitted for placement in the Vacancy Circular. Maintain databases on recruitment advertising in the Public Service Vacancy Circular and staff exits from the Public Service in terms of the Employee Initiated Severance Package initiative. Compile reports on advertising trends. Provide statistics on advertising trends and staff exits in terms of the Employee Initiated Severance Package initiative. Render administrative tasks in support of the other line function work of the component.

ENQUIRIES: Mr Sam Ntshangase, Tel No: 012 336 1262

NOTE: The DPSA reserves the right to require applicants to undergo practical exercises/tests/competency assessments during the selection process.

POST 22/57 : ACCOUNTING CLERK: SALARIES REF NO: DPSA/18/009

SALARY: R152 862 per annum (Level 05). An annual progression up to a maximum salary of R180 063 is possible, subject to satisfactory performance.

CENTRE: Pretoria


DUTIES: Purpose: to ensure all salary related transactions are processed. Assist with cashier related functions. Capture T&S claims, salary deductions and allowances. Administrate salary, tax, payroll and suspense account. Administrate leave discounting for employees termination of service. Develop new policies and / or maintain and improve on existing processes and procedures.

ENQUIRIES: Ms. N.J. Mahlangu Tel No: (012) 336-1021.
ANNEXURE R

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 15 June 2018

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 22/58: DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTICS REF NO: SEZET/EIL 003

Overview: To oversee the designing and implementation of policies, programmes and strategies for economic infrastructure and logistics along various economic development corridors.

SALARY: All-inclusive remuneration package of R948 174 per annum, Level 13

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics/ Development. 5 years’ experience at a middle/senior managerial level in an Entrepreneurship and Business Development environment. Key requirements: Experience in designing and implementation of policies, programmes and strategies. Experience in programme and project management. Knowledge and understanding of Public Service Regulations, PFMA, Treasury Regulations, Public Service Act, Employment Equity Act, SDA and B-BBEE Act. Strategic capability and leadership. People management and empowerment. Financial management. Communication skills (Verbal and Written).

DUTIES: Development of strategic interventions of Economic, Industrial Infrastructure, Logistics and Supply Chain to support: Economic sectors, Regional industrial development (SEZs and IPs), Rural and Township communities, Economic transformation (BBBEE and BI), Cross border infrastructure logistics support. Manage reporting on the state of economic, Industrial Infrastructure, Logistics networks and trade policy. Develop and manage economic and industrial logistics composite database (repository). Manage the transformation of the logistics industry towards economic development. Facilitate the assessment process of demand and supply for the Economic Infrastructure and Logistics service. Monitoring and Evaluation: Report on Infrastructure Investment, regulatory reform and logistics on Foreign Direct Investments. Oversee the provision of Freight Logistics analysis and support to IPAP Sectors. Manage the logistics constraints analysis for enterprise growth. Oversee the establishment of Centres of Excellence for Logistics. Project Management. Manage financial and operational risk. Stakeholder management. Facilitate the strategic planning of the unit and execute operational plan.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
NOTE: In terms of the dti’s EE requirements, preference will be given to Indian candidates as well as people with disabilities.

POST 22/59: DIRECTOR: LEGAL SERVICES REF NO: GSSSD/LEGAL 023
Overview: To manage and provide quality, effective and efficient legal services for the dti and its agencies.

SALARY: All-inclusive remuneration package of R948 174 per annum, Level 13
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: An LLB degree and admitted as an attorney or Advocate of the Bar Council. 5 years’ relevant experience at a middle/senior managerial level in a legal environment. Key requirements: Experience in litigation and legislative drafting. Experience in contract drafting. Experience in Legal interpretation on legislation, policies and procedures within the public service. Trial advocacy and policy analysis. Knowledge of the South African legal system and the legal fraternity. Knowledge and understanding of criminal procedure and practices. Strategic capability and leadership. Communication skills (Verbal and written). Stakeholder management. Financial management; and People management and empowerment.

DUTIES: Oversee research conducted on legal principles and Draft Legal Opinions based on research conducted. Manage and provide advice on opinions concluded on contractual matters and / or as they relate to contract management and statutory matters. Manage litigation on behalf of the department and against the department. Provide advice on litigation matters and court judgements. Manage alternative dispute resolution processes and/or matters with regard to corporate matters. Conduct research on the applicable legal principles and/or legislative provision on litigation matters. Manage implementation of Court orders and recovery of costs awarded in favour of the dti. Manage the drafting of contracts and Memorandum of understanding. Render legal technical advice on the formulation of policies. Manage the impact of external legislation into the operations of the dti. Liaise with stakeholders on legal matters. Manage resources and strategic planning of the Directorate.

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

NOTE: In terms of the dti’s EE requirements, preference will be given to African and Indian male candidates as well as people with disabilities.
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: 18 June 2018

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 22/60: STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE (REF NO: DOT/HRM/40)
(Branch: Administration (Chief Financial Officer)
(Chief Directorate: Budgeting and Compliance)
(Directorate: Internal Control and Compliance)

SALARY: R226 611 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: A Recognised NQF level 6/7 in Accounting or Finance with one (1) year relevant working experience. The following competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations; Knowledge of internal control framework, Knowledge of BAS, communication skills (verbal and written); Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, planning and organisational skill.
DUTIES: The incumbent will responsible to: Assist in review of financial policies and procedures, Perform internal checking process in line with policies and procedures, Distribution of the internal and external audit queries. Assist in conducting compliance review with PFMA and Treasury Regulations and other relevant prescripts. Maintain proper system for filling of accounting documents. Assist in the process for safekeeping of payment batches. Assist with office administration duties
ENQUIRIES: Ms A Ngombane; Tel No: (012) 309 3869

POST 22/61: NATIONAL PUBLIC TRANSPORT REGULATOR (NPTR) HELP DESK OFFICER REF NO: DOT/HRM/41 (X 3 POSTS)
(Branch: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: NPTR Institutional Support)

SALARY: R226 611 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: A Recognised NQF level 6/7 in Transport Management, Public Management or Office Management or Business Management as recognised by SAQA plus a
minimum of two (2) year’s relevant experience of which 1 must be in the Public Transport Licensing Environment. Experience in front office/customer service will be an added advantage. The following competencies are essential: Excellent written and verbal communication skills; knowledge of the National Land Transport Act (NLTA) of 2009, NLTA regulations; National Land Transport Information System; Computer literacy (MS Word, Excel, Power Point etc.); team work and willingness to work beyond normal working hours.

**DUTIES**

The successful candidate will: Provide general assistance to clients; Perform a general review of clients documentation; Render general information and advisory services to applicants at help desk; Provide application forms to applicants; Follow up on outstanding documents; Verify information on OLA and RAS; Complete and sign checklists, refer application to the cashier; Record applications received in the control book; Handle public enquiries with regard to the status of their applications; Liaise with various stakeholders; Refer application to appropriate counters; Follow up on all transactions; Develop and keep a register of all accredited operators/to the next section.

**ENQUIRIES**

Mr P. Kolotsi Tel No: (012) 309 3024

**POST 22/62**

**PROCESSING AND ISSUING OFFICER**

**REF: DOT/HRM/42 (X3 POSTS)**

(Chief Directorate: Public Transport Regulation)

(Sub-Directorate: NPTR Institutional Support)

**SALARY**

R226 611 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Recognised NQF level 6/7 in Public Management, Business Management, Office Management or Transport Management as recognised by SAQA plus 2 years’ experience of which 1 year must be experience in the Public Transport Operating Licence environment. The following knowledge and skills will be an added advantage: database management systems; excellent written and verbal communication skills; knowledge and understanding of the National Land Transport Act (NLTA, Act No 5 of 2009), NLTA regulations and systems, Computer literacy (MS Word, Excel and Power Point); team work and customer service orientation, willingness to work beyond normal working hours.

**DUTIES**

The successful candidate will: Verify and process applications for interprovincial and tourist transport services; Cross check submitted tax clearance certificates with SARS; Register applications for accreditation of tourist transport operators and interprovincial transport services on OLAS; Issue operating license for interprovincial and tourist transport services; Refer applications to the planning authorities, NPTR inspectors and PREs; Verify registration and licensing of vehicles on eNatis; Compile reports for presentation to the NPTR; Safe guard the allocated face value document; Handle public enquiries; Ensure proper hand-over of files from/to the next section; Perform general administration of the NPTR; Ensure proper safeguard of face value documents; Liaise with various stakeholders; Prepare progress reports.

**ENQUIRIES**

Ms R Nchabeleng Tel No: (012) 309 3237

**POST 22/63**

**ADMINISTRATIVE ASSISTANT: NATIONAL PUBLIC TRANSPORT REGULATOR (NPTR) FINANCE**

**REF NO: DOT/HRM/43**

(Chief Directorate: Public Transport Regulation)

(Sub-Directorate: NPTR Institutional Support)

**SALARY**

R183 558 per annum (Level 06)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Recognised NQF level 6 in Financial Management, Business Management, Auditing, Public Management as recognised by SAQA with 1 year relevant experience or Grade 12 with at least 3 – 5 years relevant experience in a financial environment. Experience in working with the Public Transport Environment and National Land Transport Information System (NLTIS) will be an added advantage.
The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 and regulations; Public Financial Management Act (PFMA); Understanding of the Public Transport Operating Licence environment; Excellent written and verbal communication skills; Knowledge of GAAP; Computer literacy (MS Word, Excel and Power Point); Knowledge of GAAP; ability to work in a team; Good customer service orientation.

**DUTIES:**

The successful candidate will: Record and verify all Electronic Funds (EFT), cheque and direct deposits made by applications; Confirm payments prior to finalizing and approving application; Keep register of monies, deposits handed over to state accountant; Compile daily, weekly and monthly reconciliation reports; Capture minimum information on the Operating License Administration System (OLAS); Hand over applications for registration and processing; Provide advice and guidance on the prescribed fee; Prepare reconciliation reports in consultation with the Finance Directorate. Follow up on invoices; Complete payment advises for NPTR; Provide Assistance with ordering of stationary; Prepare progress reports.

**ENQUIRIES:**

Mr P. Kolotsi Tel No: (012) 309 3024

**POST 22/64**

REGISTRY CLERK (REF NO: DOT/HRM/44)

(Chair: Public Transport)
(Chief Directorate: Public Transport Regulation)
(Directorate: National Public Transport Regulator)
(Sub-Directorate: NPTR Institutional Support)

**SALARY:**

R152 862 per annum (Level 05)

**CENTRE:**

Pretoria

**REQUIREMENTS:**

A Grade 12 (Matric) or equivalent NQF level 4 qualification as recognised by SAQA coupled with appropriate experience in messenger/registry services. 1 year experience in Public Transport Environment will be an added advantage. The following key competencies are essential: Knowledge of Promotion of Access to Information Act (PAIA); Administration Justice Act; National Archives Acts and Regulations; Knowledge of registry duties, practices as well as the ability to capture data; Computer literacy (MS Word, Excel, Power Point etc.); Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Ability to handle confidential documents; Sound written and verbal communication skills; Planning and organizing skills.

**DUTIES:**

The successful candidate will: Maintain effective and efficient filing system for the NPTR. Sort and distribute mail and other correspondence to relevant officials. Attend to incoming and outgoing mail. Photocopy, scan and faxing of documents. Maintain a manual and electronic database of all incoming and outgoing files. Control the movement of files within NPTR value chain. Assist with Record files that leave registry. Assist with general filing within NPTR. Handle registry related queries. Maintain and update the NPTR, MRE and PRE contact Details. Provide copies of document when required to do so.

**ENQUIRIES:**

Mr P. Kolotsi Tel No: (012) 309 3024
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS:

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

GAUTENG REGIONAL OFFICE: 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, Pretoria. For attention: Mr PS Nevhorwa

CRADOCK, MTHATHA, KING WILLIAM'S TOWN: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town. For attention: Ms T Solwandle

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)

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

KIMBERLEY: Please forward your application, quoting the post reference number to the Chief Director, Department of Water and Sanitation, Private Bag X 6101, Kimberley 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. For Attention: Ms. Winnie Malope

CLOSING DATE: 15 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.

ERRATUM: Kindly note that the following posts advertised on vacancy circular 21 dated 25 May 2018, the requirements and duties has been amended and the closing dated has been extended to the 15 June 2018.; the requirements and duties read as follows: DIRECTOR: REGULATION REF NO: 080618/02: REQUIREMENTS: A Bachelor Degree in Science or equivalent (NQF 7). Five (5) to ten (10) years experience in water and/or environmental sector of which five (5) years of experience should be at a middle/senior management level. Programme and Project Management. Knowledge of Water Quality Management. Knowledge of Monitoring of Water Quality and Quantity as well as Water Sector Regulation. Knowledge and experience in Water Compliance and Enforcement Management. Knowledge of business and management principles. Knowledge of Strategic

DUTIES: Provide Strategic leadership in the Directorate: Water Sector Regulation and Use (incl. improved human resource management and financial management in the Directorate). Ensure Universal access to safe and affordable water services (Regulate all water users). Ensuring Sustainable and Equitable Water Resource Management (Improved Water Resource Quality Management) including promotion of intergovernmental relations and stakeholder participation. Ensure effective implementation of policies and strategies for the Section functions. Ensure compliance and enforcement. Ensure promotion of inter-governmental relations. Regulates Water Management Institutions. ASSISTANT DIRECTOR:

MONITORING AND EVALUATION REF NO: 080618/07: 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. Experience on supervisory level. Exposure in project management is highly recommended. Knowledge and understanding of 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: Report to the Deputy Director: Strategic Support and M&E. Ensure the integration of all the existing monitoring and evaluation systems within the Department. Coordinate planning, monitoring and evaluation of Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Develop the Provincial Business Plan and Support Components on the development of their Business Plans. Co-ordinate and consolidate the performance information report on monthly, quarterly and Annual basis Verification of Portfolio of Evidence (PoE) for the progress reports submitted. Conduct project site spot checks to verify progress reported and attend project performance evaluation sessions. Assist in the provision of information and co-ordinate responses to Ministerial, Parliamentary Questions and National Council of Provinces (NCOP) reports. PRINCIPAL WATER PLANT SUPERINTENDENT


**DUTIES:** Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environments. Recovery of logbooks. Reporting equipment defects to maintenance and management. Inspection of pipelines as per operation and maintenance strategies. Perform stand-by and overtime duties. Record and report dam levels. Compile shift roster for officials working on the readings. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

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**MANAGEMENT ECHELON**

**POST 22/65**

- **CHIEF DIRECTOR: REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 150618/01**
  - Branch: National Water Resource Infrastructure
  - **SALARY:** R1 127 334 per annum (All inclusive salary package), (Level 14)
  - **CENTRE:** Pretoria
  - **REQUIREMENTS:** B Degree (NQF level 7) qualification in the Built Environment. NQF level 7 qualifications in the field of Business Management will be an added advantage. Five (5) to Ten (10) years experience in the Water or Regulation environment of which (5) five years should be at a senior managerial level. Experience in Project management within a Water Services background. Knowledge and application of Risk Management. Knowledge and application of technical report writing. Knowledge of Water Resource Management, Water Resource Infrastructure Management and Water Services Management. Knowledge of Division of Revenue Act, Public Finance Management Act. Strategic Capability and Leadership skills. Knowledge Management skills, Service Delivery Innovation (SDI) and Change Management. Problem solving and analytical skills. People management and empowerment; Good client orientation and customer focus. Good communication skills, accountability and ethical conduct. Good understanding and knowledge of intergovernmental relations framework.

  - **DUTIES:** Facilitate the cooperation with other sector departments to ensure that water targets are achieved. Support the Provincial Management Operations to develop and implement respective regional Water Services Projects. Provide oversight and strategic support to ensure that the programme objectives and goals are achieved. Ensure effective management, coordination, monitoring and reporting of the Provincial Management Operations Bulk Infrastructure Programme. Sound financial management and application of Division of Revenue Act.

  - **ENQUIRIES:** Mrs Z Makhathini, Tel No: 012 336 7305

**POST 22/66**

- **DIRECTOR: POLICY REF NO: 150618/02**
  - Branch: Planning & Information
  - Chief Directorate: Water Policy
  - **SALARY:** R948 174 per annum (All inclusive salary package), (Level 13)
  - **CENTRE:** Pretoria
  - **REQUIREMENTS:** B-Degree (NQF level 7) qualification in Policy Development/ Development Studies/ Political Sciences / Environmental Sciences/Natural Sciences. Six (6) to ten (10) years experience in Policy Development/ Development Studies/ Political Sciences/ Environmental Sciences/Water Resource Management. Five (5) years experience should be at Middle/ Senior Managerial level. Knowledge and experience in the
water and sanitation or related sector will be an advantage. Extensive knowledge and experience of National Government Policy Frameworks and Strategic Policy Direction. Demonstrated experience in evidence informed Policy Development. Knowledge of Public sector functions. Demonstrated knowledge and experience in policy review, assessment and evaluation. Understanding of strategic capability and leadership. Sound knowledge of programme and project management. Knowledge and experience in financial and change management. Excellent client orientation, customer focus and communication skills.

DUTIES: Development and co-ordination of Water and Sanitation sector policies and guidelines. Review policies for the sector. Conducting, monitoring, evaluation and reporting on the implementation of policies. Advise the Department on evidence informed policies in the Water and Sanitation and other related sectors. Coordinate with other Government Departments to ensure coherent and aligned policy development. Respond to Ministerial, Parliamentary and other enquiries. Advocacy and alignment of policies and guidelines to the sector.

ENQUIRIES: Mr AB Singh, Tel No: 012 336 7531

POST 22/67: DIRECTOR: STRATEGY (WSR) REF NO: 150618/03
Branch: Planning & Information
Chief Directorate: Water Policy

SALARY: R948 174 per annum (All inclusive salary package), (Level 13)
CENTRE: Pretoria

DUTIES: The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and coordination of the sector strategic framework. Conducting monitoring, evaluation and reporting on the implementation of the Water and Sanitation Sector Strategic Framework. Review the strategic framework as required by legislation as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department, consolidate reports and represent the Department at the National Disaster Management Centre.

ENQUIRIES: Mr. AB Singh, Tel No: 012 336 7531

POST 22/68: DIRECTOR: NATIONAL PROJECT MANAGER REF NO: 150618/04
Branch: National Water Resource Infrastructure
Chief Directorate: Regional Bulk Infrastructure Programme

SALARY: R948 174 (All inclusive salary package), (Level 13)
CENTRE: Pretoria
REQUIREMENTS: B Degree (NQF level 7) qualifications in Water Resources/ Built Environment/ Project Management. Six (6) to Ten (10) years management experience in Water Resource Management, policy and strategy development, and project management. (5) Five years experience at Middle/Senior Management level. Sound knowledge and understanding of public management. Knowledge and experience of water services management. Knowledge of Public Finance

**DUTIES**

Development of strategic and business planning. Manage the development and implementation of policies and strategies for the directorate. Facilitate the rendering of support to institutions. Rendering of technical support services. Effective planning and support of the Water Sector. Development and implementation of a financial strategy and budget responsibility for the section as per the Division of Revenue Act.

**ENQUIRIES**

Mrs Kgadi Boikanyo, Tel No: 012 336 7691

**OTHER POSTS**

**POST 22/69**

CHIEF ENGINEER GRADE A REF NO: 150618/05
Branch: Operational Integration KZN
DIR: Institutional Establishment

**SALARY**

R935 172 per annum (all inclusive OSD salary package)

**CENTRE**

Durban

**REQUIREMENTS**

An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver’s license (Please attach a certified copy). Willingness to travel extensively. Experience in Water Resources Planning and Management, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

**DUTIES**

The Chief Engineer will be responsible for Water Resource Planning and related duties within the region including the coordination of all Water Resource Planning Programs. Assessment of Provincial water needs and associated budgets. Processing Water Use License Applications in terms of National Water Act while investigating and providing advice regarding registration of Water Use. Demand management and water conservation. Verification of Water Use. Assessment of Water Use Licenses taking cognizance of hydrological, environmental, social and other factors and Dam safety evaluations. Attending and addressing stakeholder meetings on water resource related issues. Negotiation with stakeholders and affected parties to obtain acceptable licence conditions. Promote integrated planning through coordination and management of the water sector stakeholder planning. Participate in provincial intergovernmental (IGR) cluster committees. Advise Water Users and Water Services Authorities on appropriate technological applications. Coordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimization and providing professional advice. Management of appointed Professional Service Providers. Capacity building and mentoring of subordinate engineers and technicians.

**ENQUIRIES**

Mr SO Naidoo, Tel No: (031) 336 2700

**POST 22/70**

CHIEF ENGINEER GRADE A REF NO: 150618/06
Operational Integration: Eastern Cape
DIR: Infrastructure Development Maintenance

**SALARY**

R935 172 per annum (all inclusive OSD salary package)

**CENTRE**

King Williams Town
**REQUIREMENTS**

An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver’s license (Please attach a certified copy). Knowledge of Contract management, project management, operation and maintenance and financial management for Water Services Infrastructure. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook). Good verbal and written communication skills and the ability to communicate at all sectors of the Department and other institutions. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Must be able to work independently, be self-motivated and reliable.

**DUTIES**

Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in Water Services Infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of Water Services Infrastructure. Provide assistance and support in administration. Inspect test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on Operation and Maintenance Plans of Water Services Infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the Water Services Planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to personnel on various levels, consultants, contractors and Water Service Authorities. Support functional arrears to arrange Supply Chain, Human Resources and Financial needs.

**ENQUIRIES**

Ms. N. Msebi Tel No: (043) 604 5413

**POST 22/71**

**CHIEF ENGINEER GRADE A: REF NO: 150618/07**

Branch: Planning and Information
Sub Directorate: Systems Operations

**SALARY**

R935 172 per annum (all inclusive OSD salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An Engineering degree (B. Eng / B.Sc. (Eng). Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Proof of registration must be attached). A valid driver’s license (Please attach a certified copy). Relevant years of experience in the field of Water Engineering or Integrated Water Resources Management (IWRM) will be an added advantage. Knowledge of water resources system operation. Understanding of Water Resource Assessment. Analysis of water requirements and water quality assessment. Good knowledge in Hydrology, Geohydrology, Dam Engineering, Hydropower, Engineering economics and Water resource Planning skills. Should have knowledge of supply chain management, contractual, legal requirements and business planning. Ability to relate work with associated professional fields in a multi-disciplinary team. Good writing, communication, policy and strategy development skills.

**DUTIES**

Evaluation of systems, water availability, requirements and infrastructure performance. Conceptualising and testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake social-economic and environmental impact assessments. Provide technical, management and administrative leadership in Sub directorate System Operation and/or System analysis. Build capacity and mentor young water resources engineers/analysts. Undertake water resources planning/operation modelling developments and/or analyses. Service as a Liaison officer in water resource planning/operation matters both nationally and internationally with respect to trans-boundary watercourses.

**ENQUIRIES**

Mr LS Mabuda Tel No: 012 336 8477
POST 22/72: DEPUTY DIRECTOR: REVENUE MANAGEMENT: REF NO: 150618/08
CD Revenue Management
DIR Customer Relations (WTE)

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

DUTIES: Implement and Minister Billing and Debt Management Policies, Strategies and Procedures to ensure the completeness and accuracy of billing and debtors books. Collate, coordinate and consolidated revenue data for reporting purpose. Ensure seamless integration of revenue related systems. Manage and co-ordinate Internal and External Auditors. Attend to customers queries related to revenue management. Render support to the Director in servicing key customers. Provide support to Regional and Cluster offices by providing training. Regularly monitor and provide support to revenue management offices across the country.

ENQUIRIES: Mr M. Mothebe, Tel No: 012 - 336 – 8954

POST 22/73: ASSISTANT DIRECTOR: HUMAN RESOURCE TRANSACTIONS: REF NO: 150618/09
Operational Integration: Eastern Cape
DIV: HR Administration

SALARY: R334 545 (Level 09)
CENTRE: King William’s Town


ENQUIRIES : Ms T Solwandle, Tel No: 043 643 6251

POST 22/74 : SENIOR INTERNAL AUDITOR REF NO: 150618/10
CD: Internal Audit
DIR: Forensic Audit

SALARY : R281 418 per annum, (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Forensic Auditing/ Investigation/ Internal Auditing/ Auditing / Accounting. Two (2) to three (3) years experience in Forensic Investigations. A valid driver’s license (Please attach certified copy). A Certified Fraud Examiner (CFE) designation will be an added advantage. Sound knowledge of Auditing / Accounting and Forensic investigation. Sound knowledge of the Public Finance Management Act, Treasury Regulations and Generally Accepted Accounting Principles. Sound knowledge of the Prevention and Combating of Corruption Activities Act, Prevention Organised Crimes Act and Protection of Access to information Act (PAIA). Sound Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Administrative and clerical procedures and systems. Knowledge of principles and practice of financial accounting. Willingness and ability to travel. Computer Literacy skills. Problem solving, analysis, diversity management skills. Good communication skills. Accountability and ethical conduct.

DUTIES : Provide input and contribute to the development and implementation of the Department’s Fraud Prevention and Anti-Corruption strategy. Conduct fraud awareness campaigns. Conduct forensic investigations in accordance with the investigation methodology and within the prescribed time frames. Liaise with other State Law enforcement agencies on the reported cases. Represent the Department in disciplinary cases, criminal or civil recovery processes.

ENQUIRIES : Mr M. Motsatsi, Tel No: 012 336 7905

POST 22/75 : SENIOR STATE ACCOUNTANT REF NO 150618/11 (X 2 POSTS)
Operational Integration Gauteng
DIV: Financial Accounting (WTE)

SALARY : R281 418 per annum, (Level 08)
CENTRE : Gauteng Provincial Office: Pretoria
REQUIREMENTS : A National Diploma or Degree in Financial Management. Two (2) to three (3) years experience in Financial Management inclusive of account payables, Salary Administration, and general Ledger. Working knowledge of the PFMA, Treasury Regulations and relevant Public Service Financial Prescripts, also working knowledge of SAP and Persal systems. Computer literate on Ms Office (Ms Word and Ms Access a necessity). The candidate should possess strong analytical and problem solving abilities and a strong sense of accountability. Ability to work independently and be a team player. Supervisory skills and experience would be an added advantage. A driver’s licence. (Attach certified copy).

DUTIES : Ensure reconciliation of the major suppliers accounts of the Gauteng: Catchment Management Agency. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and Authorise transactions for payments, allowances,
deductions, etc on the financial systems SAP and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are provided and audit queries are responded to. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervise and manage the performance of employees in accordance with the departmental polices.

ENQUIRIES : Ms G Skosana, Tel No: 012 392 1312.

POST 22/76 : ENGINEERING TECHNICIAN GRADE A REF NO: 150618/12
Branch: Operational Integration Eastern Cape
SD: WS Planning and Support

SALARY : R274 440 per annum (OSD)
CENTRE : Mthatha


DUTIES : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr M Vonco Tel No: (047) 505 6436

POST 22/77 : ENGINEERING TECHNICIAN GRADE A REF NO: 150618/13
Branch: Operational Integration Eastern Cape
SD: Resource Protection

SALARY : R274 440 per annum (OSD)
CENTRE : Cradock


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

ENQUIRIES: Mr. H Botha Tel No: (043) 701 0376

POST 22/78: HUMAN RESOURCE PRACTITIONER REF NO: 150618/14
Operational Integration: Eastern Cape
Sub Directorate: HR Administration

SALARY: R226 611 per annum (Level 07)
CENTRE: King William’s Town

DUTIES: Advertise posts; ensure databases are updated on a regular basis. Serve as secretary during short-listing and interviews, compile submissions, check appointments/ promotions/ transfers and regret letters. Write monthly reports in terms of recruitment and selection and service conditions. Administer service terminations and write monthly reports thereafter. Handle Pension and Injury on Duty cases. Approve leave, allowances, appointments, promotions, probations and transfers on Persal. Approve merit awards and long service awards on Persal. Give guidance to team members on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES: Mr C Gqomfa, Tel No: 043 604 5480

POST 22/79: ARTISAN PRODUCTION GRADE A REF NO: 150618/15
Operational Integration: Eastern Cape
Directorate: Integrated Data Collection

SALARY: R167 778 per annum
CENTRE: Mthatha
REQUIREMENTS: An appropriate Trade Test Certificate (certified copy must be attached). A valid driver’s license code 14 (certified copy must be attached). Problem solving analytical and decision making skills. Team driven, self-manageable, creativity, customer focus and responsiveness. Good communication skills. Computer, planning and organising skills.

DUTIES: To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and facilities according to schedule. Quality assure serviced and maintained equipment. Perform administrative and related functions. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record / register and supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Mr. H Botha Tel No: (043) 701 0376

POST 22/80: ACCOUNTING CLERK: PRODUCTION REF NO: 150618/16
NWRI: Southern Operations
DIV: Financial Accounting (WTE)

SALARY: R152 862 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Senior certificate with Accounting as a subject. Basic knowledge of Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PPMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, LOGIS etc. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.

DUTIES : Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Conduct abnormal salary payments on SAP. Manage Payroll administration and all financial transactions. Process Vendor payments and assist with General Ledger. Distribute pay slips including supplementary pay slips to officials. Process vendor invoices and deal with enquiries relating to SAP Transactions and functions. Perform cashier duties when necessary. File all face value books and documents. Ensure that creditors are paid within 30 days.

ENQUIRIES : Ms P Erasmus, Tel No: 041 508 9704

POST 22/81 : ACCOUNTING CLERK: PRODUCTION REF NO: 150618/17 (X 3 POSTS)
CD: Revenue Management
DIR: Debt Management (WTE)

SALARY : R152 862 per annum, (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate with Accounting as a subject. Understanding of the Public Financial Management Act and Treasury Regulations. Knowledge of PERSAL and SAP. (1)One working experience in the financial field will be an added advantage. The ability to work under pressure. Willingness to travel as and when required. Computer literacy skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.

DUTIES : Capture and update of data into SAP and Customer Relationship Management systems. Check, capture information and clear accounts. Follow up reports that are inclusive of Subsistence and Travel advances report and unpaid Electronic benefit transfer (EBT) control account. Provide effective office services to the section. Assist managers with revenue management functions.

ENQUIRIES : Mr M. Mothebe, Tel No: 012 336 8954

POST 22/82 : ADMINISTRATION CLERK: PRODUCTION REF NO: 150618/17
Branch: Sanitation
Chief Directorate: Sanitation

SALARY : R152 862 per annum (Level 05)
CENTRE : Kimberly
REQUIREMENTS : A National Senior certificate or equivalent .Computer literate with good knowledge of Ms Word, Excel, Outlook and PowerPoint. Knowledge of administration procedure/s. Good Communication skills (written and verbal) Good interpersonal relations and the ability to work under pressure and beyond normal working hours.

DUTIES : Filing of correspondence, reports, financial and other documents. Scanning and filing of all documents on the electronic filing system. Compiling agenda, sending invitations, arrange for venue, equipment and catering for meetings. Filing minutes of all meetings. Requesting and monitoring the submission of monthly progress reports. Data capturing, screening of log sheets and claims, updating section's leave register Liaise with stakeholders and respond to routine queries. Keep cash flow up to date and support budget management process. Any other general admin duties.

ENQUIRIES : Mr. Gavin January Tel No: 053 830 8800
ANNEXURE U

DEPARTMENT OF WOMEN

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

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

FOR ATTENTION: Mr J Mahlangu

CLOSING DATE: 15 June 2018 at 16:00

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

MANAGEMENT ECHELON

POST 22/83: CHIEF DIRECTOR: MONITORING AND EVALUATION (REF NO: DOW/003/2018)

SALARY: Inclusive remuneration package of R1 127 334 per annum (Level 14)

CENTRE: Pretoria

REQUIREMENTS: Appropriate degree in Social, Economic or Development Sciences or relevant NQF 7 qualification. Post-graduate qualification in Public Policy, Planning, Monitoring and Evaluation will be an added advantage. 10 years relevant experience of which at least five should be at a senior management level within the public sector. Proven track record in public policy, government-wide outcome planning, monitoring, reporting and evaluation policies, theories, systems, practices and methods. Strong expertise in evaluation and research methods. Experience in and knowledge of gender-responsive policy, planning, monitoring, evaluation and budgeting as well as international and national women’s empowerment and gender equality policies an advantage. Good understanding of government decision-making and procedures. Ability to work across spheres of government and interact at a senior level. Advanced planning, organisational and communication skills. Strong strategic capability and skills in policy analysis, analytical thinking and writing, leadership. programme and project management, financial and people
management skills. Solution-orientated and ability to work under tight deadlines and manage stressful situations. The successful applicant will be subject to personal security vetting at a top secret level.

**DUTIES**

- Develop and coordinate implementation of government-wide, gender-responsive planning, monitoring, reporting and evaluation system towards the achievement of gender equality and women’s empowerment goals. Promote gender mainstreaming within government-wide planning, monitoring and evaluation systems. Develop and review country gender indicator framework and data collection instrument/s, baselines and targets in line with relevant global, continental, regional and national frameworks. Develop regular national and sectoral gender performance reviews and reports based on analysis of available evidence, including gender statistics and programme performance information. Develop annual evidence-based gender performance priorities. Develop recommendations on remedial measures and support interventions to improve performance. Promote gender mainstreaming within the National Evaluation System and coordinate relevant evaluations and policy research. Effectively manage the Chief Directorate in line with departmental and public service prescripts.

**ENQUIRIES**

Ms Annette Griessel Tel No: (012) 359 0024

**POST 22/84**

**DIRECTOR: OUTREACH (REF NO: DOW/004/2018)**

**SALARY**

Inclusive remuneration package of R948 174 per annum (Level 13)

**CENTRE**

Pretoria

**REQUIREMENTS**

- Appropriate degree in Social or Development Sciences or relevant NQF 7 qualification. 10 years’ operational experience of which at least five years were at a deputy director level within the public service. Proven knowledge of and experience in organising and coordinating public outreach programmes and campaigns, community development, gender activism and advocacy and stakeholder relations. Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to gender and women’s empowerment in South Africa. Good understanding of intergovernmental relations, gender machinery, non-governmental organisations, civil society organisations and other stakeholders. Advanced organisational and project management skills. Strong people skills, ability to lead and motivate teams and work in a consultative manner. Excellent analytical thinking and report writing skills. Innovative and solution oriented. The successful applicant will be subject to personal security vetting at a secret level. Must be prepared to travel and work long hours where necessary.

**DUTIES**

- Develop, lead and coordinate gender-responsive public outreach and community mobilisation programmes and advocacy campaigns to advance gender equality and women’s empowerment. Facilitate stakeholder coordination and outreach across sectors of society. Facilitate and coordinate activities related to National Women’s Day, Women’s Month and other relevant national campaigns to advance gender equality and women’s empowerment. Ensure effective coordination with other government departments and stakeholders. Effectively manage the Directorate in line with departmental and public service prescripts.

**ENQUIRIES**

Ms Annette Griessel Tel No: (012) 359 0024

**POST 22/85**

**DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: DOW/005/2018)**

**SALARY**

Inclusive remuneration package of R948 174 per annum (Level 13)

**CENTRE**

Pretoria

**REQUIREMENTS**

- Appropriate degree in Supply Chain Management or relevant NQF 7 qualification. 10 years related experience in supply chain management or/and related environment at middle management level. Proven ability to analyse, collate and interpret complex and routine supply chain operational matters of the Department and the fiscus. Proven supply chain management experience in Government is essential, including understanding of the public sector procurement. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPFPA), SCM Guidelines, Broad
Based Black Economic Empowerment Act (BBBEEA). Good verbal and written communication and stakeholder liaison skills.

**DUTIES**

Effective implementation of supply chain management strategy and plans. Coordinate the supply initiatives of the Department in line with its strategic objectives, facilitate allocation and control of finances in line with legislation and regulations such as the PFMA, PPPFA, Treasury Regulations and other prescripts. Ensure the management of assets and contract functions. Monitor and evaluate the performance of suppliers. Ensure Supply Chain comply with the rules, regulations and the payment of invoices within 30 days. Implement and co-ordinate statutory requirements for the Department, such as audits and related matters. Monitor the management and administration of the Departmental Bid Adjudication Committee. Provide for day-to-day Supply Chain activities, ensuring that policies, procedures and systems are developed, adhered and utilised in the production of quality, verifiable, quantifiable accurate supply chain of goods and services. Ensure accurate and timely preparation of supply chain reports to the respective oversight committees. Ensure risk management, compliance with legal and regulatory compliance as required for all supply chain matters of the Department. Manage the Directorate’s resources including budget and human capital.

**ENQUIRIES**

Ms Desree Legwale Tel No: (012) 359 0350
ANNEXURE V

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, Pretoria.
FOR ATTENTION: Mr K Futhane
CLOSING DATE: 15 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). All shortlisted SMS 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. 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”.

MANAGEMENT ECHELON

POST 22/86: DIRECTOR: CONTENT SUPPORT AND RESEARCH, DRAFTING AND SPEECHWRITING
(Contract up to 31 March 2019)
Chief Directorate: Media Liaison and Public Relations (Private Office of the President)

SALARY: All inclusive remuneration package of R948 174 per annum (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification (NQF level 7) plus a minimum of 5 years’ experience at a Middle/ Senior Managerial level. An Honours degree will serve as an advantage. Core competencies: be professional; highly motivated; initiative and critical thinker who will be able to gather and analyse information skillfully; good interpersonal skill; have excellent computer skills; have effective oral and written communication skills; experience in speech writing; research skill; have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously; have sense of urgency and ability to identify and resolve problems in a timely manner; be able to work independently and under pressure; have project management knowledge and experience; and integrity and trust. Knowledge management: Problem solving and analysis; good computer knowledge, good telephone etiquette; program and project management; Public Service Regulatory Framework and Policy formulation process within Government.

DUTIES: The successful candidate will be effective and efficient in the drafting of consistently high-quality, well-written and thought provoking materials under pressure and according to tight deadlines. The research and preparation of speeches, remarks, toasts, op-eds, opinions and articles that articulate the national and international vision and ideas of the principal that are in turn aligned to the strategic objectives of the Private Office of the President and the Presidency. The research and formulation of responses to Parliamentary questions (written and
Consulting and advising the Chief Director: Communications and his/her team on the form and content of speeches and other materials in order to have the highest impact on target audiences, in line with the Presidency’s priorities and communications strategy. Contributing to strategic decision-making about the communications of the Private Office of the President, including public statements, speeches and written contributions through various media formats. Identifying and developing newsworthy ideas/topics and identifying possible high-profile media engagement opportunities for the Private Office of the President and the Presidency. Managing the Content Support Unit in the Chief Directorate: Communications which includes supervision of staff and overseeing the content generation process. Editorial oversight with regards to factual accuracy, alignment with government policy, as well as style and grammatical correctness. Working with the Chief Directorate: Communications to ensure alignment and consistency of the said speeches, op-eds, opinions and articles with other substantive written material including but not limited to briefing notes, concept documents, talking points, key messages and media Q&A’s. Undertaking original research on a range of national and international topics as needed to substantively inform the speechwriting process. Research and write speeches and notes that articulate the national and international vision and ideas of the President, which are aligned to the strategic objectives of the Private Office of the President and The Presidency; Engage and liaise with various departments and stakeholders on content-related matters.

**ENQUIRIES:** Ms L Boshielo Tel No: (012) 300 5864

**OTHER POST**

**POST 22/87:** CATERING MANAGER
Directorate: Corporate Support Services

**SALAR Y** : R334 545 per annum (Level 09)

**CENTRE** : Cape Town

**REQUIREMENTS** :
A Senior Certificate plus an appropriate Bachelor’s Degree/ National Diploma or equivalent qualification on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum of three (3) years’ relevant experience. Candidates must have the following competencies: Communication, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation and must be willing to work extended hours, when necessary.

**DUTIES** : Coordinate, provide and maintain a consistent high standard of catering service, daily food and beverages services at the official residence. Leading and managing catering personnel in the preparation, cooking, garnishing and presentation of food. Meeting with Household Manager to discuss menus for the Principals, family and guests in the official residence. Determine how food should be presented and create decorative food displays. Collaborating with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal requests and special dietary demands/restrictions. Managing and co-ordinating the preparation and servicing of food and beverages, set-up tables and chairs in accordance with standards and specifications. Establishing, implement and maintain an acceptable catering standard and ensure a healthy environment. Setting the standard for preparation of food and beverages and ensure that the general objectives for Household are achieved. Conducting routine environment analysis and spot checks. Demonstrate new cooking techniques and equipment to staff. Ensure that all security regulations are followed and adhered to. Coordinating the provisioning of events management in the official residence. Contribute in developing events plan to ensure coordination of catering activities. Obtain the guests list and make logistical arrangements. Coordinating administration duties in respect of the catering section. Ensuring Catering unit’s adherence to Human Resource/ Financial/ Procurement policies and procedures. Coordinating planning, budgeting and purchasing of all the catering operations within the establishment. Responsible to compile monthly catering expenditure reports. Assisting with the managing of Household petty cash and accounting. Manage stores and track inventory and order new supplies when necessary. Supervise the
Household catering personnel. Ensure Performance Agreements are developed; conduct performance review and assessment of subordinates. Ensure and manage the correct catering and safety attire for all catering personnel. Manage work allocation and ensure employees are utilized efficiently and effectively. Advice the Household on policy matters related to catering. Manage in-service training and development. Perform Occupational Health and Safety functions in the Household.

ENQUIRIES: Ms B Fortuin, Tel No: (021) 689 2764
ANNEXURE W

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mnikelo Mbangi

CLOSING DATE: 15 June 2018 @ 12h00

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV (Matric certificate must also be attached) an ID document and driver’s license, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 22/88: CHIEF DIRECTOR: RESEARCH COORDINATION, POLICY DEVELOPMENT & INSTITUTIONAL PLANNING. REF NO: OTP 01/05/2017

SALARY: R1 127 334 – R1 347 879 per Annum (An all-inclusive remuneration package)

CENTRE: Bhisho

REQUIREMENTS: B-Degree in Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities with 5 years’ experience in Senior Management Services in the development planning, policy development and research. A postgraduate in in Planning Policy and Research will be an added advantage. In depth understanding of legislative framework that governs the Public Service. Sound knowledge of Public Finance Management Act. Government planning framework. Sound knowledge and understanding of the Government planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer

DUTIES:

Oversee the development and implementation of the provincial research framework and policy development support: Ensure the development and maintenance of protocols, processes and guidelines for conducting research and policy development. Oversee the development and coordinate the implementation of the Provincial Research agenda that supports evidence-based policy decisions and planning. Guide the facilitation of provincial macro policy analysis and review. Ensure the development and maintenance of the Provincial Research repository so as to have a central information hub that is accessible to stakeholders. Ensure the dissemination of research results and guide the utilization of research outcomes to inform policy development, planning and service delivery improvement interventions. Ensure the facilitation of capacity building programmes and support provincial departments, district municipalities, metros and public entities on policy development processes. Ensure collaboration with universities, research institutes, national and provincial sectors through forming partnerships for research, policy development and capacity building. Ensure the convening and functionality of research community of practice, seminars for sharing of best practices and capacity building. Ensure that guidance is provided in the introduction and implementation of Knowledge Management in the province, so as to improve organisational performance and efficiency. Ensure the development of Integrated Provincial Medium and Long Term Strategic Plans and guide the implementation thereof: Oversee the development and review of the Provincial Development Plan (PDP) to guide long term planning in the province. Oversee secretariat services and the functionality of planning commission. Oversee the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning in the province. Ensure collaboration of coordinating departments and with the different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Guide the implementation of the POA through the Clusters. Ensure the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Oversee the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Ensure the development of provincial short term strategic plans and guide the implementation thereof: Ensure departments are guided in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Ensure that analysis of provincial plans and IDPs, in collaboration with COGTA, is conducted to ensure alignment with government priorities and sectoral plans. Ensure the convening and functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Promote effective use of spatial planning and land use management so as to respond to the developmental imperatives of the province: Oversee the facilitation of the development and implementation of the Provincial Spatial Development Plan and ensure alignment with all spatial planning legislation. Ensure the monitoring of public resource allocation and utilization so as to ensure that it responds to the provincial priorities and challenges, as represented spatially. Promote the coordination and the strengthening of the transversal GIS GEO data-base across all departments and public entities through the establishment of a centralized repository. Ensure the integration of the PSDP into the planning tools and machinery of government i.e. PDP, IDP and Municipal Planning Tribunals as well the coordination of the integration of the PSDP into the infrastructure Plan and plans of government through the Infrastructure Delivery Management System (IDMS). Oversee the facilitation of the analysis of B5 (infrastructure projects) including mapping and ensure alignment with SDF’s. Ensure the establishment and functionality of the technical infrastructure forum as well as the provision of the secretarial. Manage the allocated resources of the chief...
direc toriate in line with legislative and departmental policy directives and comply 
with corporate governance and planning imperatives: Maintain high standards by 
ensuring that the team / section produces excellent work in terms of quality / 
quantity and timeliness. Resolve problems of motivation and control with minimum 
guidance from manager. Delegate functions to staff based on individual potential 
provide the necessary guidance and support and afford staff adequate training and 
development opportunities. Ensure timeously development of job descriptions and 
implementation of Work Plans and Personal Development Plans (PDP’s) for all 
subordinates. Manage daily employee performance and ensure timely 
Performance Assessments of all subordinates. Ensure management, maintenance 
and safekeeping of assets. Ensure the implementation and management of risk, 
finance and supply chain management protocols and prescripts in are of 
responsible.

ENQUIRIES : can be directed to Mr M. Mbangi Tel No: 040 609 6424

OTHER POSTS

POST 22/89 : NETWORK CONTROLLER REF NO: OTP 02/05/2017 (X 2 POSTS)

SALARY : R226 611 – R266 943 per Annum (Level 07)
CENTRE : Bhisho

REQUIREMENTS : Formal Qualifications: IT-related NQF level 6-7, plus 3-5 years experience in 
information network infrastructure management. Professional qualifications: 
CCNA or equivalent qualification (International Certifications ONLY). Key 
Competencies: Extensive and Expert knowledge in Layer 2 & Layer 3 
technologies; Experience in LAN, WAN, WLAN implementations; Ability to deploy 
wireless networks; Experience with encryption devices; Basic knowledge of 
Windows Operating Systems; and Intermediate knowledge of Virtual Private 
Networking (VPN) and Firewall technologies.

DUTIES : Develop and maintain network infrastructure: Installs, tests, upgrades and 
relates network components to increase network capacity, Provides specialist 
support to network/LAN users, Carry out complex troubleshooting, determination 
and resolution liaising with vendors as required, Monitors network, co-ordinates 
installations, upgrades or enhancements to networks and participates in 
evaluations of new products and network, Design complex network solutions from 
various network diagrams/proposals, Ensures technical and functional standards 
are observed. Act as second line support for desktop support environment. Plans, 
organises and controls activities of interns who are responsible for the 
maintenance of infrastructure: Ensure competency of interns through training, 
Assigns interns to projects, direct and co-ordinate their work, Give inputs on 
information technology policy, Project management. Internal customer service: 
Observe service delivery standards to internal customers, Prepares 
documentation including training manuals. Manage area of responsibility: Review 
work area’s performance and make recommendations to improve the efficiency 
and effectiveness, Report on the work area’s information as required by internal 
and external stakeholders

ENQUIRIES : can be directed to Mr M. Mbangi Tel No: 040 609 6424

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS : Head Office: Post to: The Senior Manager: HRM, Department of Sport, 
Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605; Hand deliver to No. 
5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605
Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090: Post to: The Senior 
Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, 
Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrance, Aliwal North;
Nelson Mandela District: Attention Mr. A. Kitching: 041 492 1231: Post to: The 
Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag
X6003, Port Elizabeth, 6003 OR Hand deliver to: No. 66 Ring Road, Greenacres, Port Elizabeth

Chris Hani District: Attention Mr. X. Kwanini 045 807 7512: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320; Hand deliver to: No. 6 Ebden Street, Queenstown, 5319;

Amathole District: Attention Mr. Trevor Jantjies Tel: 043 704 7806: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No. 16 Commissioner Street, Old Elco House Building, East London, 5201

CLOSING DATE: 15 June 2018 @ 15H00

NOTE: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 22/90

SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 01/05/2018

SALARY

An all-inclusive remuneration R948 174 (Level 13)

CENTRE

Head Office

REQUIREMENTS


DUTIES

Manage the Provisioning of demand, acquisition and contracts management services in the Department. Coordinate the consolidation of SCM procurement plan for the Department. Monitor the use of Centralized Supplier Database. Manage the development of BID Specifications. Implement appropriate sourcing strategies (quotations and bids). Facilitate the establishment of BID Committees. Implementation of proper Contract Management. Maintain a credible and accurate fixed Asset Register in line with Treasury Guidelines and Asset Management Procedure Manual. Manage and oversee the disposal of Assets in the Department.
Manage the Logistical Management System. Manage monthly reconciliation of Assets in preparation of Interim Financial Statements and Annual Financial Statements. (The post is targeting to attract women and persons with disabilities).

ENQUIRIES:
Ms. R. Loots Tel No: 043 492 0949

POST 22/91:
SENIOR MANAGER: AMATHOLE DISTRICT REF NO: DSRAC 02/05/2018

SALARY:
An all-inclusive remuneration R948 174 (Level 13)

CENTRE:
Amathole District

REQUIREMENTS:
A four-year degree or three-year diploma in Social Science, Industrial Psychology, Business Administration and / or equivalent is essential. Extensive experience in a relevant managerial field. At least four years’ experience a managerial level. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence.

DUTIES:
Overall management of the District Office in terms of the following: Corporate Services which includes Human Resource Management, Financial Management and Supply Chain Management and all administrative aspects. Provide strategic leadership with in the District. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carry out their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museums and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non-governmental organization relations for the integration of programmes. Manage the District budget and compile all reports as required. Monitor performance of the District in relation to planned objectives. Ensure that the operation of the district is in compliance with regulations. (The post is targeting to attract women and persons with disabilities).

ENQUIRIES:
Mr. Trevor Jantjies Tel No: 043 704 7806

OTHER POSTS

POST 22/92:
ASSISTANT MANAGER: RECREATION DEVELOPMENT (X2 POSTS)

SALARY:
An all-inclusive remuneration R417 552 (Level 10)

CENTRE:
Joe Gqabi District – Ref No: DSRAC 03/05/2018
Chris Hani District – Ref No: DSRAC 04/05/2018

REQUIREMENTS:
Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years’ experience in the field of recreation 2 years which at supervisory level or Matric certificate coupled with 10 years’ experience in the field 3 years which at supervisory level. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development, such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Employment Equity Act, Public Service Finance Management ACT (PFMA), division of revenue Act (DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organizational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving License. (Women and people living with disability are encourage to apply).

DUTIES:
Assist in Management of sub-directorate staff and implementation of EPMDS. Assist in Manage budget, compile business plans and operational plan for Recreation section. Assist in Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub – directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Facilitate the process of recreation development, transformation.
working with recreation structures and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Assist Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles. (The post is targeting to attract women and persons with disabilities).

ENQUIRIES
: Mr. Y. Dlamkile Tel No: 051 633 2090 (Joe Gqabi District)
: Mr X Kwanini Tel No: 045 807 7512 (Chris Hani District)

POST 22/93
: ASSISTANT MANAGER: VISUAL ARTS X2 POSTS

SALARY
: An all-inclusive remuneration R417 552 (Level 10)

CENTRE
: Nelson Mandela District Ref No: DSRAC 05/05/2018
: Joe Gqabi District Ref No: DSRAC 06/05/2018

REQUIREMENTS
: Degree/Diploma in Fine Arts or Visual Arts and Craft with 3 years’ experience in the field of Visual Arts and Craft. Or Matric with 10 years’ experience in field. Knowledge of government policies and relevant regulatory framework. Knowledge of the budget planning process. Knowledge of the project management, Good verbal and communication skills. Performance Information management and Quality assurance. Prolific report / business writing, editing and analytical skills, planning and organizing skills, should be an independent and flexible worker, able to work under pressure. Research skills. A valid code 08 driving licence.

DUTIES
: Implement and co-ordinate Provincial Visual Arts and Crafts activities with the Provincial Policy. Implement approved Operational Plans of the District. Facilitate, assist and co-ordinate District projects. Liaise with the Provincial and Local Artists authorities. Assist with the promotion and development of Visual Arts and Crafts in the Province. Facilitate partnership with the Department, Local Municipalities and other Non-Government organisations. Promote Cultural Activities.

ENQUIRIES
: Mr. Y. Dlamkile Tel No: 051 633 2090 (Joe Gqabi District)
: Mr. A. Kitching: 041 492 1231 (Nelson Mandela District)

POST 22/94
: ASSISTANT MANAGER: MONITORING AND EVALUATION REF NO: DSRAC 07/05/2018 (X2 POSTS)

SALARY
: An all-inclusive remuneration R334 545 (Level 09)

CENTRE
: Head Office

REQUIREMENTS
: A Bachelor’s Degree or National diploma in Business Administration/ Public Administration or relevant qualifications. Certificate in monitoring and evaluation certificate will be added advantage. At least three years’ experience in the monitoring and evaluation environment. Proven experience in the development of procedures for data collection and analysis. Knowledge and experience in monitoring and evaluation tools and systems. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint). Good interpersonal skills, project management skills, strategic thinking, good verbal and communication skills, coordination and facilitation skills, report and business writing skills, planning and organising skills, able to work under pressure, prepared to travel long distances. Good understanding and knowledge of government policies, outcomes, priorities and programmes. Strategic Management within the context of PFMA and other relevant regulatory framework in the Public Service. Reporting, monitoring and evaluation processes. Must be in possession of a valid code 08 driving licence.

DUTIES
: Facilitate the development and implementation of monitoring and evaluation systems in the Department. Conduct evaluations in partnership with research institutions and institutions of higher learning. Facilitate and manage the development of Departmental Monitoring and Evaluation Reports. Conduct and produce data analysis report on the implementation of Departmental Strategic and Annual Performance Planning in line with Provincial wide Monitoring and Evaluation framework as well as Government Programme of Action. Monitor, evaluate and report on the implementation of Departmental Service Standards, Service Delivery Improvement Plans and Service Delivery Charter. Monitor,
evaluate and report on the implementation of Departmental Conditional Grants. Undertake any other task as directed by the supervisor.

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/95 : PRINCIPAL MUSEUM HUMAN SCIENTIST REF NO: DSRAC 08/05/2018

SALARY : An all-inclusive remuneration R281 418 (Level 08)
CENTRE : Joe Gqabi District (Barkley East Museum)
REQUIREMENTS : BA Degree/Diploma in History/Social Science/Philosophy with 3 years of experience and 2 years of which at supervisory experience or Matric with 5 years experience and 2 years of which at supervisory level in the field of Museum and Heritage Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driving licence.

DUTIES : Curate and develop the collection for long term preservation and storage. Add to the collection by undertaking active survey/research and actively seek to obtain collections from donors. Assist public researchers, community museums, institutions of learning, etc. with research in humanities and museology. Edit and write articles for the museum newsletter, journals or periodicals and give lectures. Assist in compiling quarterly and annual reports.

ENQUIRIES : Mr. Y. Dlamkile Tel No: 051 633 2090

POST 22/96 : SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DSRAC 09/05/2018

SALARY : An all-inclusive remuneration R281 418 – R331 497 (Level 08)
CENTRE : Head Office
REQUIREMENTS : Degree/Diploma or equivalent qualification with 3 years’ experience or Grade 12 plus 5 years’ experience in Stores and Warehouse administration with 2 years at supervisory level, Knowledge of Supply Chain Management or Logistics Management, Knowledge of PFMA, PPPFA, PSA, Treasury Regulations, Computer literacy. Good Communication Skills verbal and written, Supervisory Skills. A valid code 08 driving licence.

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

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/97 : SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 10/05/2018

SALARY : An all-inclusive remuneration R281 418 (Level 08)
CENTRE : Joe Gqabi District
REQUIREMENTS : Degree/Diploma or equivalent qualification with 3 years’ experience or Grade 12 plus 5 years’ experience in Stores and Warehouse administration with 2 years at supervisory level, Knowledge of Supply Chain Management or Logistics Management, Knowledge of PFMA, PPPFA, PSA, Treasury Regulations, Computer literacy. Good Communication Skills verbal and written, Supervisory Skills. A valid code 08 driving licence.

DUTIES : Control and Manage Departmental Assets, facilitate compliance as with Governmental statutory prescripts, Conduct workshop at District office on implementation safeguarding of Department assets. Manage daily operational
matters. Monitor and verify furniture and equipment. Monitor and verify disposals. Implement asset management policy. Give guidance in line with legislation on asset management to officials of the department. Verify all State assets concerning general conditions, efficient and effective use and possible redundant/obsolete or unserviceable status of the assets before the disposal process. Compile Monthly reports. Create and maintain a proper recording of assets and filing system of the District. Knowledge of cost to ensure cost effective quality service. Compile and implement logistics and disposal management plan. Manage stores and perform logistics management services. Perform disposal management services.

ENQUIRIES: Mr. Y. Dlamkile Tel No: 081 633 2090

POST 22/98: PRINCIPAL LIBRARIAN: CONDITIONAL GRANT REF NO: DSRAC 11/05/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Chris Hani District
REQUIREMENTS: A Bibl. Degree / B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 2 years’ experience in a Public Library at a supervisory level. Good verbal and written communication skills. Willingness to travel. Knowledge of government prescripts. Ability to administer Library operations and management of staff. Must have a valid code 08 driving licence.
DUTIES: Facilitate and monitor Library operations within the District. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation / revival of Library structures. Conduct professional visits to public libraries. Assist in the maintenance of Library assets in the district. Assist in maintenance of staff attendance register and leave register of library staff in the district. Compile reports and submit it to the supervisor. Supervise processing and distribution of Library material to Public Libraries.

ENQUIRIES: Mr X Kwanini Tel No: 045 807 7512

POST 22/99: LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 12/05/2018

SALARY: An all-inclusive remuneration R281 418 (Level 08)
CENTRE: Amathole District
REQUIREMENTS: A Degree / Diploma in Labour Law / Labour Relations / Human Resources Management, with a 2 years’ relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. A Valid code 08 Driving Licence.
DUTIES: Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Facilitate and rendering of wellness programmes in the district. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES: Mr. Trevor Jantjies Tel No: 043 704 7806

POST 22/100: STATE ACCOUNTANT: ACCOUNTING SERVICES REF NO: DSRAC 13/05/2018

SALARY: An all-inclusive remuneration R226 611 (Level 07)
CENTRE: Head Office
REQUIREMENTS: A Degree / Diploma in Financial Administration or NQF Level 6 or equivalent with 2 years’ experience in the field of finance or Matric with 5 years’ experience in the field of finance. Sound knowledge of financial administration. Extensive knowledge of concepts and procedures. Knowledge of financial norms and standards (PFMA
and Treasury Regulations, Provincial Treasury Instructions and Departmental delegations). Knowledge of performance areas and time management. Good written and communication skills. Computer literacy, analytical skills and ability to work under pressure. An understanding of and commitment to implement policies of national and provincial government. Knowledge of BAS and PERSAL will be an added advantage. A valid code 08 driving licence.

**DUTIES**: Reconcile and clear all suspense accounts and correctness of balances. Ensure complete and accurate BAS compliant financial records. Collect and collate information for preparation of quarterly, interim and annual financial statements for the department. To provide overall management of Bank Reconciliation and ensure that monthly reconciliation has been properly performed. Implement clearly defined norms and standards of work regarding financial procedures. Monitoring proper filing systems and procedures relating to financial matters.

**ENQUIRIES**: Ms. R. Loots Tel No: 043 492 0949

**POST 22/101**: STATE ACCOUNTANT: EXPENDITURE REF NO: DSRAC 14/05/2018

**SALARY**: An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**: Joe Gqabi District

**REQUIREMENTS**: A Degree/ Diploma in Financial/Management Accounting or equivalent with 2- years relevant experience or Matric certificate couple with a minimum of 5 years' experience within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of Logis, Bas and PERSAL. Good communication skills, Interpersonal skills and Customer care. Computer literacy. A valid code 08 driving licence.

**DUTIES**: Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filling systems procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.

**ENQUIRIES**: Mr. Y. Dlamkile Tel No: 051 633 2090

**POST 22/102**: LIBRARIAN: CONDITIONAL GRANT REF NO: DSRAC 15/05/2018

**SALARY**: An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**: Joe Gqabi District (Venterstad)

**REQUIREMENTS**: Minimum Requirements: A Bibl. Degree/ B tech in Library Information Studies/ Nation Diploma in Library & Information Studies or equivalent qualification with a minimum of 2 years' experience in a Public Library. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. A valid code 08 driving license.

**DUTIES**: Facilitation of Library operations within the district. Monitor Library Operations within the Municipality. Facilities and coordinate Library awareness programmes and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance of library assets in the districts, assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public libraries.

**ENQUIRIES**: Mr. Y. Dlamkile Tel No: 051 633 2090

**POST 22/103**: STATE ACCOUNTANT: PRE-AUDIT REF NO: DSRAC 16/05/2018

**SALARY**: An all-inclusive remuneration R226 611 (Level 07)

**CENTRE**: Chris Hani District

**REQUIREMENTS**: BA Degree / Diploma in Financial Administration or equivalent with 2 years relevant experience or Matric coupled with a minimum of 5 years’ experience in the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and other relevant governmental prescripts. Computer Literacy. Knowledge of BAS, PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure.

**DUTIES**: Applying internal control when the activity program / project / event is still in process to ensure all procedures are compliant to all Treasury Regulations and the
PFMA. Examine documents to ensure all information is correct before the Department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authenticity of documents. Ensure the payment request and advises comply with the internal controls and prescripts. Day to day monthly reporting on irregular, unauthorised wasteful and fruitfulness expenditures to the supervisor. Process PERSAL related claims.

ENQUIRIES: Mr X Kwanini Tel No: 045 807 7512

POST 22/104: INTERNAL AUDITOR REF NO: DSRAC 17/05/2018

SALARY: An all-inclusive remuneration R226 611 (Level 07)
CENTRE: Head Office

DUTIES: Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports. A valid code 08 Driving Licence.

ENQUIRIES: Ms. R. Loots Tel No: 043 492 0949

POST 22/105: PROVISIONING ADMIN CLERK REF NO: DSRAC 18/05/2018

SALARY: An all-inclusive remuneration R152 862 (Level 05)
CENTRE: Amathole District
REQUIREMENTS: Degree or National Diploma in the field of Purchasing Management / Public Administration / Financial / SCM Management or relevant qualification. Matric plus one year relevant experience in Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, tender procedures and regulations. Knowledge of Public Service Act and Public Service Regulations. Financial Management skills, Problem-solving and communication skills. Knowledge and ability to use financial systems. Customer care and Computer Literacy. A valid code 08 driving licence will be an added advantage.

DUTIES: Preparation of procurement request for Supply Chain Management unit. Requesting of quotations and drawing of adverts. Serve as secretariat in closing of bids and specification committee. Capturing valid requisition on LOGIS. Perform other general clerical duties. Scrutinising of Specification against required documents attached. Advertising specification at public places and business forums for a minimum of two years. Doing market analysis for goods to be produced. Procure goods and services as per the prescribed time frames. Ensure that suppliers are registered on the central Data base.

ENQUIRIES: Mr. Trevor Jantjies Tel No: 043 704 7806

POST 22/106: HR OFFICER: CONDITIONS OF SERVICE REF NO: DSRAC 19/05/2018

SALARY: An all-inclusive remuneration R152 862 (Level 05)
CENTRE: Head Office


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Resource Administration related enquiries. Render Human Resource clerical services within the Department.

ENQUIRIES: Ms. R. Loots Tel No: 043 492 0949

POST 22/107: ACCOUNTING CLERK: PRE – AUDIT (MPP) REF NO: DSRAC 20/05/2018 (One Year Contract)

SALARY: An all-inclusive remuneration R152 862 (Level 05)
CENTRE: Head Office

DUTIES: Overall administrator for procurement in respect of MPP Budget. Prepare annual procurement plan in respect of the MPP Business Plan. Coordinate procurement requests to ensure compliance with specification, evaluation and adjudication. Maintain records of all commitments and expenditure. Receiving and checking of payment requests. Receiving and checking of procurement commitments, issuing of certificates after the commitments have been endorsed. Receiving and checking of salary related payments. Filling of data advices and safeguarding of documents. Consolidate and prepare presentations for monthly MPP IYM meetings. Render administrative duties. Assist with logistics in the finance committee.

ENQUIRIES: Ms. R. Loots Tel No: 043 492 0949

POST 22/108: HUMAN RESOURCE OFFICER: (MPP) REF NO: DSRAC 21/05/2018 (One Year Contract)

SALARY: An all-inclusive remuneration R152 862 (Level 05)
CENTRE: Head Office
REQUIREMENTS: Degree/ Diploma in Human Resource Management or Matric certificate with 2 years’ experience in Human Resource Management, Computer Literacy. Good verbal and written communication skills. Ability to work under pressure. Knowledge of PERSAL will be an added advantage.

DUTIES: Assist with the implementations of HR policies. Assist in implementation of services benefits personnel provisioning. Provide good administration support for HR administration. Implementation transaction on the PERSAL system. Ensure the personnel files meet the required standards. Monitor leave registers and capture leave requests. Maintain records of performance agreement, coordinate performance reviews and ensure performance assessments are completed and captured. Maintain records of performance management information within MPP Grant.

ENQUIRIES: Ms. R. Loots Tel No: 043 492 0949

POST 22/109: RESEARCH INTERN REF NO: DSRAC 22/05/2018

STIPEND: R5000
CENTRE: Bayworld Museum (PE)
REQUIREMENTS: BSc degree. Appropriate computer and software skills for data management and analysis. Research / Scientific writing ability. A valid code 08 driving licence would be an added advantage.

DUTIES: Processing of new specimens. Participation in fieldwork. Record-keeping and administration activities. Maintenance and conservation of collections and storage areas.

ENQUIRIES: Mr. A. Kitching: 041 492 1231
DEPARTMENT OF ROADS AND PUBLIC WORKS

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

APPLICATIONS  :  Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho; Post to: The Director: HR Practices and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605

FOR ATTENTION  :  Ms N H Malgas

CLOSING DATE  :  15 June 2018

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

MANAGEMENT ECHELON

POST 22/110  :  DIRECTOR: INTERGRATED PLANNING AND REPORT, REF NO: DPW 01/05/2018

Component: Strategic Management Unit

SALARY  :  An all-inclusive remuneration package: R948 174 (Level 13)

CENTRE  :  Head Office (Bhisho)


DUTIES  :  Coordinate the review of strategic management policies and methodologies in line with best practice. Review policies and standard operating procedures for Strategic Planning (when necessary). Development and continuously improve processes and procedures. Ensure staff receives training on and access to policies and procedures. Monitor implementation of policies, processes and procedures. Take appropriate corrective steps on deviation. Provide strategic direction and guidance in coordinating integrated planning processes in the department. (In developing strategic planning, annual performance planning, operational planning and cascading down to regions.) Coordinate the review of Departmental Strategic Plan.
Perform environmental/situational analysis to establish significant policy changes and their impact. Coordinate programme inputs for the development and submission of 1st draft APP. Facilitate alignment with the 1st Budget submission as well as national and provincial requirements and standards. Coordinate provision of support to departmental input(s) in preparation for participation in IDP forums. Coordinate participation to sector forum for the development of national sector indicators. Direct coordination of one on one session in refinement of and submission of the APP 2nd draft. Coordinate Departmental inputs for contribution and participation in provincial Makgotla (ANC & CABINET). Coordinate Departmental inputs for contribution and participation in provincial economic development cluster. Coordinate input for refinement, completion and submission of the APP 3rd draft. Facilitate and manage the printing and tabling of the final APP. Coordinate development of Operational Plan including regional Operational Plans. To effectively manage the Audit of Predetermined Objectives: Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. Ensure implementation of actions in the AIP and prepare monthly inputs into the AIP Implementation report to PT. Attend scheduled Audit Steering Committee meetings (on request or invitation). Prepare AOPO audit readiness reports for governance structures and oversight bodies. Review responses and advice on AOPO related RFIs and COAFs. Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. Facilitate research and policy coordination: Develop and maintain protocols for internal and external research; Provide support to internal units on public and administrative policy development and approval protocols; Ensure alignment of departmental programmes and policies to public policy. Development and maintenance of sound Governance environment in the Directorate. Ensure effective finance management controls for the component. Ensure efficient budget planning and control for the component. Ensure Human Resource Management. Manage high risks and fraud prevention measures for the component.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

OTHER POSTS

POST 22/111 : CHIEF ENGINEER - GRADE A (X3 POSTS)

SALARY : An all-inclusive remuneration package of R935 172 per annum (OSD)

CENTRE : Head Office (Bhisho), Provincial Department Ref No: DPW 02/05/2018 (X1Post)
Sarah Baartman Regional Office (Port Elizabeth) Professional Services Ref No: DPW 03/05/2018 (X1Post)
Amathole Regional Office (East London) Ref No: DPW 04/05/2018 (X1 Post)

REQUIREMENTS : An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the
operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/112: CHIEF QUANTITY SURVEYOR (GRADE A) (X3 POSTS)

SALARY: An all-inclusive Remuneration package of R805 806 per annum (OSD)

CENTRE: Head Office (Bhisho) Provincial Departments (Buildings) Ref No: DPW 05/05/2018 (X1 Post)
Head Office (Bhisho) Education Portfolio Ref No: DPW 06/05/2018 (X1 Post)
OR Tambo Regional Office (Mthatha) Ref No: DPW 07/05/2018 (X1 Post)

REQUIREMENTS:

DUTIES:
Quality Survey analysis effectiveness: Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness: Manage the execution of quantity survey strategy thorough the provision of appropriate structures, systems and resources, Set Quantity Survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey according to organizational needs and requirements and Manage subordinates key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 22/113 : PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS, REF NO: DPW 08/05/2018

SALARY : R779 295 per Annum (Level 12)
CENTRE : OR Tambo Regional Office (Mthatha)
REQUIREMENTS : A recognized Bachelor’s Degree/ National Diploma, in the built environment with at least eight (8) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Registration with the relevant body as a Construction Project Manager or Professional Engineering Technician will be an added advantage. Computer Literacy. Knowledge of project and Programme management. A valid driver’s licence.

DUTIES : Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates’ key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the Department.

Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Manage administrative and related functions: - Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safe keeping of the Directorate’s assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise the workshop planning by means of: Ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates’ key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the OR Tambo Depots.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/114 : DEPUTY DIRECTOR: CONTRACT MANAGEMENT, REF NO: DPW 10/05/2018
Component: Supply Chain Management

SALARY : An all-inclusive remuneration package: R657 558 (Level 11)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Supply Chain Management/Commerce/ Public Management/ Law/ Auditing. At least 5 years relevant working experience in Supply Chain Management of which at least 3 years at Assistant Director level with traceable working experience in Contracts Management. Experience in the drafting, management, monitoring and evaluation of contracts and SLA’s. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance Knowledge of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement processes related to construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. The applicants must be in a possession of a valid driver’s license of at least code EB. Competencies: Excellent analytical, numeric, communication and report - writing skills. Financial Management skills. Ability to
handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines.

**DUTIES**: Signing of Contracts and Service Level Agreements. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Coordination and management of contracts administration. Analyze bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors/service providers. Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Management of Commitments. Management of staff. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations. Manage and implement SCM Contracts Risk Management and audit plans.

**ENQUIRIES**: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 22/115**: DEPUTY DIRECTOR: PROPERTY MANAGEMENT (FIXED ASSETS), REF NO: DPW 11/05/2018

**SALARY**: An all-inclusive remuneration package: R657 558 (Level 11)

**CENTRE**: Joe Gqabi Regional Offices (Sterkspruit)

**REQUIREMENTS**: A Bachelor’s Degree / National Diploma in Town Planning / Public Management or Administration/ Property Administration/ Built Environment. 5 years’ relevant experience in State Land Administration or Property Management of which 3 years must be at an Assistant Director level. A valid driver’s license. Knowledge and Skills: Sound knowledge and workable understanding of State Land administration and management including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry. A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. Good financial management skills and proven budgeting ability. Good computer skills in MS Word, Excel and PowerPoint. An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential. The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility. Knowledge of Asset Management. Knowledge of Properties as well as operations of the Office of the Surveyor-General, the Registrar of Deeds and Surveys and Mapping. The applicant must be willing to travel extensively. Knowledge and experience in the vetting of State Land. Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC as well as operational knowledge in the GIS (Esri-products) and property database environment will be advantageous.

**DUTIES**: Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects. Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein. Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Region in terms of legislation. Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon. Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction. Manage client relations by ensuring effective liaison with client departments on various levels. Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Ensure economic efficiency in the Department’s leasehold portfolio in line with market trends. Ensure that immovable
property assets support government’s socio-economic objectives such as the release of State Land for land reform and municipal development purposes. Manage the regional asset register, the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income. Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems. Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, etc. Manage the rendering of cost-effective and efficient cleaning, gardening and security services. Address all property and land related enquiries: from the public. Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State. Manage the appointment and supervision of service providers and consultants. Support the Management, update and maintenance of the Regional Strategic Accommodation Plan. Prepare budgeting programmes for accommodation according to the provincial Strategic Accommodation Plan. Determine optimal acquisition and disposal strategies. Undertake research and development to ensure highest and best use of properties. Identify superfluous properties that are not needed over the long term. Compile User Asset Management Plans and Custodian Asset Management Plan for the Region for submission to Head Office. Undertake human resource management.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/116: PROFESSIONAL CONSTRUCTION PROJECT MANAGER – GRADE A (X2 POSTS)
Component: Buildings

SALARY: An all-inclusive remuneration package of R637 875 per annum (OSD)
CENTRE: Head Office (Education) (Bhisho, Ref No: DPW 12/05/2018)
OR Tambo Regional Office (Mthatha) Professional services Ref No: DPW 13/05/2018

REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years’ experience. A Valid driver’s license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

DUTIES: Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
ARCHITECT, REF NO: DPW 14/05/2018  
Component: Buildings

SALARY: An all-inclusive remuneration package of R549 639 per annum (OSD)
CENTRE: Alfred Nzo Regional Office (Mount Ayliff)
REQUIREMENTS: B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. Valid driver’s license. Compulsory registration with SACAP.
DUTIES: Perform architectural activities on state-owned or leased buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural 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 procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

QUANTITY SURVEYOR (X3 POSTS)  
Component: Health Portfolio – Buildings

SALARY: An all-inclusive remuneration package of R549 639 per annum (OSD)
CENTRE: Head Offices (Bhisho) Ref No: DPW 15/ 05/2018, X2 Posts
Amathole Regional Offices (East London) Ref No: DRPW 16/ 05/2018, X1 Post
REQUIREMENTS: A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver’s license. Compulsory registration with SACQSP as a Professional Quantity Surveyor.
DUTIES: Perform quantity survey activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

SENIOR LEGAL ADMINISTRATION OFFICER, REF NO: DPW 09/05/2018  
Legal Services Head Office

SALARY: An all-inclusive remuneration package of R420 909 per annum (OSD)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate recognised Bachelor’s Degree in Law. Practical experience in the relevant environment for a minimum period of 2 years. Litigation experience is essential as well as admission as an attorney or advocate. Knowledge of the constitution of the Republic of South Africa, 1996, Promotion of Access to Information Act (PAIA), 2000 and regulations, Promotion of Administrative Justice Act (PAJA), 2000 and regulations, Public Finance Management Act (PFMA), 1999 and regulation and all Acts and regulations administered by the Department.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Ensure a legal support service in general litigation matters (both motions and actions), which includes the issuing of instructions to State Attorney. Inform and advise the Department on court orders and monitor the implementation thereof. Advise the Department on trends that could lead to litigation against the Department, as well as litigation trends. Render professional legal representation in all litigation matters affecting the Department. Act as liaison between the Directorate and Departmental Programmes on all matters pertaining to litigation involving the department. Facilitate the capturing, tracking, and payment of invoices received from the Department of Justice and Constitutional Development (State Attorneys) as well as private attorneys where applicable relating to litigation matters pertaining to the mentioned Department. Management of litigation fees in respect of the Department. Conduct, analyse, interpret, advice and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on an and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/120: OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: CORPORATE MANAGEMENT, REF NO: DPW 19/05/2018

SALARY: R343 545 per annum (Level 09)

CENTRE: Head Office (Bhisho)

REQUIREMENTS: An appropriate Bachelor’s Degree/ National Diploma with majors in Administration Management/ Office Management and Technology/ Management/ Human Resource Management with advanced computer skills. A minimum of 3 – 5 years in the Corporate Management and experience in office management. Excellent understanding of the Corporate Management functions and systems. Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of officials in the department. Strong skills in negotiating, relationship building, problem solving, and timely problem escalation. Excellent time management and organizational skills. Detail oriented but able to quickly grasp the big picture. Ability to adapt to change quickly and multi-task. Strong analytical, written & verbal communication, interpersonal, and relationship building skills. Systems knowledge and familiarity. Valid driver’s licence. Knowledge and Skills: Good interpersonal, organizational, communication and record-keeping skills. The ability to liaise at Senior Management level and ability to work and cope under pressure are important prerequisites. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must maintain confidentiality and be able to work independently, with minimum supervision. The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities. The applicant must also have excellent typing skills. A working knowledge of PERSAL, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage. The person must be multi-tasked and performance result driven orientated, motivated, work independently, meet deadlines and accept responsibility. The applicant should have a keen interest and understanding of all corporate management elements. Extensive knowledge in Public Sector prescripts that govern operations of corporate management including Public
Service Act, Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts.

**DUTIES**
Analyses and concludes on effectiveness and efficiency of control environment. Identifies control gaps and opportunities for improvement. Prepares timely reports for executive management, and the HOD's Office. Acts as primary client liaison within Corporate Management to all the stakeholders. Provides advice on internal control and participates in enhancing corporate management standards and practices within the Unit. Researches new or technical subjects when required to support Corporate Management. Maintain open communication with management and stakeholders. Maintain filling system of the unit. Manage financial and human resources of the unit.

**ENQUIRIES**
can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 22/121**

**CHIEF ARTISAN - GRADE A: BUILDINGS (X3 POSTS)**

**SALARY**
R343 329 per annum (OSD)

**CENTRE**
Amathole Regional Office Ref No: DPW 17/05/2018 X1 Post Construction, X1 Post Buildings
OR Tambo Regional Office (Mthatha) Ref No: DPW 18/05/2018 X1 Post

**REQUIREMENTS**

**DUTIES**
Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manager administrative and related functions: Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

**ENQUIRIES**
can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

**POST 22/122**

**CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT, REF NO: DPW 20/05/2018 (X2 POSTS)**

**SALARY**
R281 418 per annum

**CENTRE**
Joe Gqabi Regional Office (Sterkspruit) X1 Post

**REQUIREMENTS**
A Bachelor's Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years’ experience in the security field of which 3 years should be proven as a supervisor. Registration with PSIRA at (Grade B). A Valid Code B drivers licence. Knowledge and Skills: Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS , MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations. Knowledge of PSIRA Compliance. Ability to liaise
with security stakeholders. Good Investigating Skills and problem solving skills.
Sound leadership skills. Must be able to take decisions in the absence of the Head
of Security. Good organizational, planning and team building skills. Excellent
communication and interpersonal skills. Computer Literacy.

**DUTIES**

- Reporting of Security breaches. Ensure that physical security measures
  (machines, turnstiles) are functioning properly. Control and supervise staff:
  Administer basic human resources matters e.g. discipline, leave etc. Conduct
  investigations and provide report to the Control Security Officer. Ensure that
  inspection of the internal building, premises and perimeter fence is performed.
  Liaise with all security stakeholders. Ensure all departmental and security policies
  and procedures are implemented. Perform security management duties as
  delegated. Conduct and co-ordinate monthly meeting with staff and in-service
  training for security personnel at the regional office. Report incidents and
  irregularities to Control Security officer. Conduct risk analysis in the building and
  camps. Follow up incidents or irregularities discovered when perusing.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040
602 4140

**POST 22/123**

**CHIEF WORKS INSPECTOR: ELECTRICAL, REF NO: DPW 21/05/2018**

**SALARY**

R281 418 per annum

**CENTRE**

Sarah Baartman Regional Office (Port Elizabeth)

**REQUIREMENTS**

- A National Diploma in Electrical Engineering (T/ N/ S stream) or an equivalent
  qualification OR A N 3 and a passed Trade test in the Electrical environment OR
  Registered as an Engineering Technician. 3 to 5 years’ experience gained in the
  electrical field. A valid driver’s license. Computer literacy. Knowledge and ability to
  supervise contractors; compile technical specifications and detailed reports for
  submission to controlling officer.

**DUTIES**

- Manage planned and unplanned maintenance projects in order to ascertain that
  they progress according to plan and specifications. Compile progress payment
  certificates on all in house projects. Administer maintenance and capital works
  projects. Travel to sites on a regular basis for quality control inspections. Conduct
  condition assessments of provisionally state owned assets. Prepare/Check tender
  documentation and adjudication of same. Prepare estimates and call for quotations
  for work done. Be prepared to travel and work overnight within the district. Monitor
  performance and management of multi-disciplinary consultants/contracts in terms
  of time, cost, quality and socio-economic objectives. Compile specifications for in-
  house projects.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040
602 4140

**POST 22/124**

**ARCHITECTURAL TECHNICIAN: BUILDINGS (X2 POSTS)**

**SALARY**

R274 440 per annum (OSD)

**CENTRE**

Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 30/05/2018 (X1 post)
Amathole Regional Office (East London) Ref No: DPW 31/05/2018 (X1 post)

**REQUIREMENTS**

- Bachelor’s Degree in Architecture with Three (3) years post qualification technical
  experience. Valid Driver’s Licence. Compulsory Registration with SACAP as a
  professional Architectural Technician.

**DUTIES**

- Render Architectural Services. Assist Architects, technologists and Associates in
  CAD drawing and technical documentation in respect of housing and other
  projects. Promote Safety in line with Statutory and regulatory requirements.
  Evaluate standard drawings and procedures to incorporate new technology and
  produce plans with specifications, submit for evaluation and approval by the
  relevant authority. 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/ architectural operation plan.
  Develop, implement and maintain databases and supervise as well as control
  technical and related personnel and assets. Research and develop continuous
  professional development to keep up with new technologies and procedures.
  Research/ literature studies on technical architectural technology to improve
  expertise and liaise with relevant bodies/ councils in Architectural related matters.
ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/125: ENGINEERING TECHNICIAN - GRADE A (X2 POSTS)

SALARY: R274 440 per annum (OSD)
CENTRE: Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 22/05/2018 X1post
Sara Baartman Regional Office (Port Elizabeth) Ref No: DPW 23/05/2018 X1post


DUTIES: Manage Technical Services: Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/126: ARTISAN FOREMAN - GRADE A

SALARY: R267 756 per annum (OSD)
CENTRE: Chris Hani Regional Office (Whittlesea) Ref No: DPW 24/05/2018 X1 post Plumbing
Chris Hani Regional Office (Cala) Ref No: DPW 25/05/2018 X1 post Plumbing
Chris Hani Regional Office (Cala) Ref No: DPW 26/05/2018 X1 post Carpentry
Amathole Regional Office (East London) Ref No: DPW 27/05/2018 X1 post Construction
Amathole Regional Office (East London) Ref No: DPW 28/05/2018 X1 post Buildings
OR Tambo Regional Office (Mthatha) Ref No: DPW 29/05/2018 X1 post Buildings

REQUIREMENTS: Appropriate trade test certificate. Valid driver’s license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment.

DUTIES: Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment’s and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule; Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and
procedures; Research/literature studies on technical/engineering technology to improve expertise

ENQUIRIES
: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/127
: FIRE TECHNICIAN: BUILDINGS, REF NO: DPW 32/05/2018

SALARY
: R183 558 per annum (Level 06)

CENTRE
: Alfred Nzo Regional Office

REQUIREMENTS
: Fire Fighter 2/ Certificate in Fire Technology (SAESI)/ National Diploma in Safety Management or equivalent qualification with 2 years relevant experience, or SAMTRAC with 3 years’ experience in relevant field. A valid driver’s license. Good Communication skills (both written and verbal). Must be able to work in a team. Computer literacy. Knowledge and Skills: Thorough knowledge of Occupational Health and Safety ACT (85 of 1993).

DUTIES
: Implement technical policies regarding planning, installation, operation and maintenance of fire systems. Conduct fire safety systems and surveys on different buildings on regular basis. Maintain good interpersonal relations. Promote the importance of Fire Safety and Prevention within the region. Conduct demonstrations on the operation of hand held fire protection equipment.

ENQUIRIES
: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/128
: WORKS INSPECTOR, REF NO: DPW 33/05/2018

SALARY
: R183 558 per annum (Level 06)

CENTRE
: Alfred Nzo Regional Offices (Mount Ayliff) X1 Post Buildings

REQUIREMENTS
: A National Diploma in Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate in Brick Laying. Ability to read, interpret drawings, layouts and specifications. A valid driver’s license (Code 08). Three years’ experience.

DUTIES
: Travel to sites for quality control inspections and attend site meetings. Inspect and monitor the structural work, new and maintenance, done by Contractors and in – house teams to determine compliance with relevant norms and standards. Liaise with Consultants, Contractors, and in – house in execution of capital projects. Provide advice and guidance to Contractors and Client Departments. Report to Supervisor on the progress of projects.

ENQUIRIES
: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/129
: WORKS INSPECTOR (X3 POSTS)

SALARY
: R183 558 per annum (Level 06)

CENTRE
: OR Tambo Regional Offices (Mthatha) Ref No: DPW 34/05/2018, X1 Post Health Chris Hani Regional Offices (Queenstown) Ref No: DPW 35/05/2018, X1 Post Health Amathole Regional Offices (East London) Ref No: DPW 36/05/2018, X1 Post Health

REQUIREMENTS
: A National Diploma in Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate. Knowledge of Air Conditioning, Refrigeration and Boilers is necessary. Ability to read, interpret drawings, layouts and specifications. A valid driver’s license.

DUTIES
: Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyze problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment.

ENQUIRIES
: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 22/130 : ARTISAN: BRICKLAYER (GRADE A): BUILDINGS (X8 POSTS)

SALARY : R167 778 per annum (OSD)
CENTRE : Alfred Nzo Regional Office (Mount Ayliff) X4 Posts Ref No: DPW 37/05/2018 (X1 Electrical, X1 Post Plumbing, X1 Post Carpentry, X1 Painting)
Amathole Regional Office (East London) Ref No: DPW 38/05/2018 (X2 Posts) (X1 Post Construction, X1 Buildings)
OR Tambo Regional Office (Mthatha) Ref No: DPW 39/05/2018 (X1Post)
Chris Hani Regional Office (Queenstown) Ref No: DPW 40/05/2018 (X1Post) (Electrical)


DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality Assurance of produced objects. Maintenance - Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and facilities against specifications. Service equipment and/or facilities according to schedule. Quality Assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and Procedures.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
The 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 these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION: Ms. N Mchabasa, Tel No: (051) 405 4274

CLOSING DATE: 15 June 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. 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 application is 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 on all applications. 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. Candidates will also be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 22/131: LAN/WAN ADMINISTRATOR REF NO: FSPT 025/18

SALARY: A basic salary of R226 611 per annum (Level 07)

CENTRE: Bloemfontein

REQUIREMENTS: A Bachelors degree/ diploma in Information Technology with a minimum of three years’ experience in an Information Technology environment. Knowledge of Departmental network standards, Microsoft technologies, open source platform (Linux), Government policies and directives, SITA Act, the Public Finance Management Act and Treasury Regulations. Recommendations: Completed CNNA, A+ or N+ certification.

DUTIES: Design network layouts to ensure that employees can access networks easily. Prevent network congestion and ensure adequate security. Configure, install ICT critical systems. Monitor and ensure availability of networks and critical systems. Assist to manage the data centre and critical systems where critical information are hosted. Ensure security of the network. Monitor and prevent viruses. Assist in managing telecom services to ensure availability and accessibility of the telecom system. Contribute with the development of ICT policies.

ENQUIRIES: Ms. TEM Moloabi Tel No: (051) 405 4364
ANNEXURE Y

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION

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

APPLICATIONS: Applications should be sent by post addressed to The Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, Pietermaritzburg, 3201

FOR ATTENTION: Mrs N.V. Hlongwane

CLOSING DATE: 22 June 2018 at 16h30

NOTE: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document, as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants are to note the following: The suitability of a candidate cannot be determined by academic qualification only. Constant exposure to environmental realities as well as physical disabilities and deformities that are upsetting to the general population is inherent to the nature of this particular job. Interested persons should be aware of this and that the nature of the work is not suitable to sensitive persons.

OTHER POSTS

POST 22/132: EDUCATION PSYCHOLOGIST GRADE 1: LEARNERS WITH SEVERE TO PROFOUNDED INTELLECTUAL DISABILITIES (X2 POSTS)
(2 Year renewable contract)

SALARY: R633 702 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). The salary is fixed for the duration of the contract.

CENTRE: Umkhanyakude District: Ref No: DOE/16/2018
Ilembe District: Ref No: DOE/17/2018

REQUIREMENTS: An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as a Psychologist in the relevant registration category. Nil experience is required after registration with Health Professionals Council of South Africa in respect of RSA qualified psychologists who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professionals Council of South Africa in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa SACE Registration. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.
DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)

NOTE: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

POST 22/133: CHIEF EDUCATION THERAPIST (PHYSIOTHERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (X5 POSTS) (2 Year renewable contract)

SALARY: R414 069 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). the salary is fixed for the duration of the contract.

CENTRE: Umkhanyakude District: Ref No: DOE/01/2018
Amajuba District: Ref No: DOE/02/2018
Uthukela District: Ref No DOE/03/2018
Ilembe District: Ref No: DOE/04/2018
Umlazi District: Ref No: DOE/05/2018

REQUIREMENTS: An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as a Physiotherapist. A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. SACE Registration. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)

NOTE: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and
special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

**POST 22/134** : CHIEF EDUCATION THERAPIST (OCCUPATIONAL) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (X5 POSTS)
(2 Year renewable contract)

**SALARY** : R414 069 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). The salary is fixed for the duration of the contract.

**CENTRE** : Umkhanyakude District: Ref No: DOE/06/2018
Amajuba District: Ref No: DOE/07/2018
Uthukela District: Ref No: DOE/08/2018
Ilembe District: Ref No: DOE/09/2018
Umzazi District: Ref No: DOE/10/2018

**REQUIREMENTS** : An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. SACE Registration. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

**DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

**ENQUIRIES** : Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)

**NOTE** : The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

**POST 22/135** : CHIEF EDUCATION THERAPIST (SPEECH LANGUAGE) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (X5 POSTS)
(2 Year renewable contract)

**SALARY** : R414 069 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). The salary is fixed for the duration of the contract.

**CENTRE** : Umkhanyakude District: Ref No: DOE/11/2018
Amajuba District: Ref No: DOE/12/2018
Uthukela District: Ref No: DOE/13/2018
Ilembe District: Ref No: DOE/14/2018
Umlazi District: Ref No: DOE/15/2018

REQUIREMENTS: An appropriate three or four year educational qualification. Registration with the Health Professionals Council of South Africa (HPCSA) as a Speech Therapist. A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. SACE Registration. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)
NOTE: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

POST 22/136: SENIOR EDUCATION SPECIALIST (LEARNERS WITH SEVERE TO PROFOUNDED INTELLECTUAL DISABILITIES) (X5 POSTS)
(2 Year renewable contract)

SALARY: R367 773 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). The salary is fixed for the duration of the contract.

CENTRE: Umkhanyakude District: Ref No: DOE/18/2018
Amajuba District: Ref No: DOE/19/2018
Uthukela District: Ref No: DOE/20/2018
Ilembe District: Ref No: DOE/21/2018
Umlazi District: Ref No: DOE/22/2018

REQUIREMENTS: An appropriate three or four year educational qualification, which includes a professional teacher education. A minimum of 5 years experience in the educational field. SACE Registration. Knowledge and experience in Inclusive Education will serve as a recommendation. Competencies: In depth knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care
centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres; provision of relevant support to learners and families; monitoring and reporting on these learners’ progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)

NOTE: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

POST 22/137: SOCIAL WORKER GRADE I (LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES) (X3 POSTS)
(2 Year renewable contract)

SALARY: R226 686 per annum (Monthly salary plus service benefits (13th cheque, Employer’s contribution to the Pension Fund, Housing and Medical Aid Allowance). The salary is fixed for the duration of the contract.

CENTRE: Amajuba District: Ref No: DOE/23/2018
Uthukela District: Ref No: DOE/24/2018
Umlazi District: Ref No: DOE/25/2018

REQUIREMENTS: A Bachelor’s degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP). Competencies: An understanding of social dynamics, human behaviour and social systems, social work intervention, social empowerment and support, protecting vulnerable individuals and social work legislation. Communication skills, team work and collaboration, valuing diversity, planning and organizing, computer literacy, trustworthiness, empathy, understanding social work values and principles and developing others. In depth knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage.

DUTIES: As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Provide transversal outreach services to special schools and care centres for CSPID in the area of CSPID vulnerability. Collecting of data from parents and extended family in order to support CSPID in care centres and special schools. Information gathered shared with the itinerant team, care centres and special schools management in order to develop ISP to support CSPID. Responsible for planning, implementation and co-ordination of psycho-social programmes for CSPID. Participate in the development of operational plans and co-ordination of inclusive education programmes. Developing guidelines and strategies for psycho-social support for CSPID in line with EPW6, specifically through the SIAS process. Provision of relevant interventions to learners and families. Monitoring and reporting on these learners’ progress. Training caregivers, educators, care centre managers, school principals, ward managers, parents, therapists and teacher aides on the learning programme for CSPID. Reporting and keeping records of caregivers’ parents’ and educators’ implementation of the learning programme for
CSPID. Monitoring and supporting implementation of the learning programme as implemented by caregivers, educators, parents, therapists and teacher aides in care centres and designated special schools. Advocating for access to quality public funded education for CSPID. Carrying out administrative functions related to psycho-social support provided. Collaboration with sister departments and all stakeholders such as DOH, DSD, SAPS, DOT, etc who are relevant to the support of CSPID. Develop and implement psycho-social programmes for district based and school based social workers to enable them to assist and support CSPID. Support and mentoring of social workers at district and school level to support CSPID. Provision of support to learners in the community as and when needed and if available to assist.

ENQUIRIES: Dr S.P. Radebe (Tel No: 033 348 6117 / 6116)

NOTE: The incumbent will function as part of a Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills. The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

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

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

POST 22/138 : MEDICAL SPECIALIST PAEDIATRIC CRITICAL CARE REF NO: MEDSPECPAEDSCRITCARE/1/2018 (X 1POST)

Department: Paediatric Critical Care

SALARY: Grade1: Medical Specialist R991 857 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: Medical Specialist R1 134 069 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: Medical Specialist R1 316 136 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience. A minimum of 1 years’ experience as paediatric consultant. Positive references from recent supervisor/s. Knowledge, Skills, Training and Competency Required: The candidate must be qualified as a sub-specialist (Paediatric Critical Care or Paediatric Intensive Care) or undertake the required
training. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment. **Grade 1**: Current registration with the HPCSA as a paediatrician. **Grade 2**: Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician. **Grade 3**: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician.

**DUTIES**: Provide Paediatric specialty services in the Paediatric Intensive Care Unit. This includes: In and outpatient services, outreach and after hour’s services. Providing services in critical care, invasive and non-invasive ventilation, dialysis, invasive haemodynamic monitoring and intubation. Supervision of paediatric registrars in undertaking patient management. Maintaining statistics of patient care to assist with resource allocation. Participation in departmental audit programmes, research and unit administration. Assistance with staff development, evaluation, and progress reporting. Participation in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. Overtime duties as decided by the Clinical HOD. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

**ENQUIRIES**: PM Jeena Tel No: 0312402046

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

**CLOSING DATE**: 15 June 2018

**POST 22/139**: MEDICAL SPECIALIST: CLINICAL HAEMATOLOGY REF NO: MEDSPECHAEM TRAIN/1/2018

(Subspecialty Training -Fixed Appointment: 2 Years)

Department: Clinical Haematology

**SALARY**: Grade 1: Medical Specialist R991 857 per annum all-inclusive salary package (excluding commuted overtime).

Grade 2: Medical Specialist R1 134 069 per annum all-inclusive salary Package (excluding commuted overtime).

Grade 3: Medical Specialist R1 316 136 per annum all-inclusive salary Package (excluding Commuted overtime).

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: MBChB or equivalent, FCP (SA), FCPath (SA) Haem or equivalent. Current Registration with HPCSA as Specialist Haematopathologist or a specialist in Internal Medicine. Knowledge, Skills, Training and Competency required: ability to work under stressful situations. Ability to teach and supervise junior staff. Middle Management Skills: Knowledge of the ethical and academic basics of research principles. Good administrative, decision making and communication skills. **Grade 1**: The appointment to Grade 1 Requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist in Haematopathology or Internal Medicine. Experience: No experience required. Experience with managing haematology patients will be considered in the candidates favour. **Grade 2**: Experience: Five (5) years appropriate experience as a Specialist in Haematopathology or Internal Medicine after registration with HPCSA as a Medical Specialist. **Grade 3**: Experience: Ten (10) years appropriate experience as a Specialist in Haematopathology or Internal Medicine after registration with HPCSA as a Medical Specialist.

**DUTIES**: As this is a 2 year fixed term appointment post for sub-speciality training in Clinical Haematology. The applicant is required: To undertake clinical and academic activities required for the completion of the certificate in Clinical Haematology. This will entail both training in clinical haematology and haematopathology as required by the training programme. To efficiently execute duties which support the aims and objectives of Department of Clinical Haematology. To provide specialist care for in patients and out patients in the Department of Clinical Haematology. To supervise the training of registrars and medical officers. To participate in the administrative responsibilities of the Department of Clinical Haematology. To participate and contribute to the education, training, research and outreach activities of the Department of Clinical Haematology. Assist with the setting of protocols for management of adult haematology patients. Assist with the
development of clinical audit programmes in the hospital. Develop measures to ensure quality assurance for the adult Clinical Haematology unit.

ENQUIRIES: Dr S Parasnath Tel No: 031 2401904
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE: 22 June 2018
POST 22/140: MEDICAL SPECIALIST REF NO: MEDSPECVASCULAR/1/2018
Department: Vascular Surgery

SALARY: Grade 1: Medical Specialist- R991 857 per annum all inclusive salary package (excluding commuted overtime).
Grade 2: Medical Specialist- R1 134 069 per annum all inclusive salary package (excluding commuted overtime).
Grade 3: Medical Specialist– R1 316 136 per annum all inclusive salary package (excluding commuted overtime).

CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Preference will be given to candidates without other subspeciality qualifications. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Grade 1: No experience required Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist. Grade 2: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery).

DUTIES: Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient’s clinics, clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.

ENQUIRIES: Dr B.Pillay (Clinical Head) Tel No: 031-2401000.
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
CLOSING DATE: 22 June 2018
POST 22/141: MEDICAL SPECIALIST REF NO: MEDSPECTRAUMA/1/2018 (X 1 POST)
Department: Trauma Unit and Trauma Intensive Care

SALARY: Grade I: R991 857 per annum all-inclusive salary package (excluding commuted overtime)
Grade II: R1 134 069 per annum (all-inclusive salary package excluding overtime)
CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Applicants must be currently registered with the Health Profession Council of South Africa as a Specialist in General Surgery. Preference will be given to applicants who have specialist experience in the management of severe trauma. Critical care / ICU experience will be an added advantage. Must be willing to undergo or have already undergone the Trauma Fellowship training for the Cert Trauma (SA) Current ATLS and ACLS certificate (PALS additional Recommendation). The appointment to Grade I: requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to Grade II requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to Grade III requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Recommendation: ATLS Instructor and DSTC complete Knowledge, Skills, Training and Competency Required: Knowledge of Trauma Care and General Surgical Principles. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

DUTIES:
Participation in the clinical trauma service. Inter-disciplinary coordination of the management of the critically injured. Supervision of the medical officers and surgical trainees rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behavior. Undertake teaching of undergraduate medical students, postgraduate surgical trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention. Undertake outreach and rotational training at the PMB Metro Trauma service as required for the Cert Trauma (SA). Participate in after hour services.

ENQUIRIES:
Dr T C Hardcastle Tel No: (031) 240-2389

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE:
22 June 2018

POST 22/142:
MEDICAL – SPECIALIST OBSTETRICS AND GYNAECOLOGY REF NO: SPEC 02/2018 (X1 POST)

SALARY:
GR1: R991 857 – R1 052 712 per annum (All inclusive package)
GR2: R1 134 069 – R1 203 666 per annum (All inclusive package)
GR3: R1 316 136 – R1 645 464 per annum (All inclusive package)
Other Benefits: 18% Inhospital 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:
Ladysmith Hospital

REQUIREMENTS:
GR1: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA. GR2: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. GR3: Appropriate qualification in the relevant discipline that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA in the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the Obstetrics & Gynaecology discipline. Good operative skills to carry out advanced clinical services. Research and organizational ability. Ability to supervise and teach junior staff. Conflict management. Management skills.

DUTIES:
Training of undergraduate and post graduate medical students. Participate in formal teaching as required by the Department. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will
promote and ensure community orientated clinical services. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient clinics and provide expert opinion. Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to Ladysmith Hospital.

ENQUIRIES : DR. M. Pule Tel No: 036 637 2111
APPLICATIONS : The Human Resource Manager: Applications Ladysmith Regional Hospital, Private Bag X9928; Ladysmith; 3370
CLOSING DATE : 29 June 2018

OTHER POSTS

POST 22/143 : MEDICAL OFFICER REF NO: MORAD/2/2018
Department: Radiology Department

SALARY : Grade 1: Medical Officer – R736 425 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 2: Medical Officer – R842 028 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 3: Medical Officer – R977 199 per annum (All-inclusive Salary Package) excluding Commuted Overtime

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 1: Experience: No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy or work experience in a radiology department. Part 1 F C Rad completion would be an advantage. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

DUTIES : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in training and research. Participation in commuted overtime is compulsory.

ENQUIRIES : Prof D Ramaema Tel No: 031) 240 2294
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer,
confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 22 June 2018

POST 22/144: MEDICAL OFFICER REF NO: SAH 12/2018 (X1 POST)

SALARY:
Grade 1: R736 425 per annum (All inclusive package)
Grade 2: R842 028 per annum (All inclusive package)
Grade 3: R977 199 per annum (All inclusive package)

CENTRE REQUIREMENTS:
Grade 1: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner OR 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner OR 6 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner OR 11 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

DUTIES:
Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.

ENQUIRIES: DR SK Lumeya Tel No: 039-4331955 EXT 214
APPLICATIONS: All Applications Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION: Human Resource Manager

CLOSING DATE: 15 June 2018

POST 22/145: MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 25/18
Component: Internal Medicine

SALARY: Grade 1: R736 425 per annum
Grade 2: R842 028 per annum
Grade 3: R977 199 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with optional Commuted Overtime. Incumbents will have to sign the relevant contract form annually.

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: Minimum Requirements: MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Knowledge, Skills, Training and Competency Required: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics. Recommendations: ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, from whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

DUTIES: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health facilities, which may include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and ol development; Quality improvement – assist and participate in quality improvement, including audits. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service priate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of all but desirable.

ENQUIRIES: DR K. Rasmussen Tel No: 033 – 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 25/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
CLOSING DATE : 15 June 2018
POST 22/146 : DENTIST GRADE 1, 2
Department: Medical

SALARY : Grade 1: R714 819 – R793 341 per annum
Grade 2: R842 028 – R920 703 per annum
(All- inclusive salary package consist of 70% and 30% flexible portion may be structured in terms of applicable rules).

CENTRE : KwaMashu Community Health Centre
REQUIREMENTS : Senior certificate or equivalent. Bachelors degree in Dentistry. Registration certificate With HPCSA as a Dentist. Registration with HPCSA (2018/19). Grade 1: Minimum three (3) years' experience after registration with HPCSA. Certificate of Service to be provided. (Certificate of service to be signed and stamped by the Human Resource Section). Non South African citizen applicants need to have a valid work Permit in compliance with circular 49/2008 obtainable from any government department. Grade 2: A combination of 7 years actual service and/or recognizable experience after registration with HPCSA, as a Dentist. Certificate of service to be provided (certificate of service to be signed and stamped by HR section). Non South African citizen applicants need to have a valid work permit in compliance with HR circular 49/2008 obtainable from any government department. Knowledge of the relevant acts, Policies and Regulations administered by the KZN Dept of health. Good communication, leadership, decision-making interpersonal skills and computer literacy skills. Ability to manage conflict apply disciplinary procedures. Ability to work as a team.

DUTIES : render quality oral service in all disciplines of dentistry. Participate in quality improvement programs within the department. Ensure oral health promotion and education to patients within the department. Participate in implementation of oral health and departmental policies. Promote a multi-disciplinary approach to patients and in the departments. Provide efficient service and minimise patients time. To manage the performance of employees and perform EPMDS. Manage and facilitate the formulation of dental services, policies and procedure of the Institution and ensure that these are in line with statutory regulations and code of ethics. Ensure the provision of protocols and guidelines and guidelines to the dentistry allied professions. Knowledge of Human Resource, Finance management, supply chain and project management. Ensure that a full Primary Health Care(PhC) package is provided with emphasis on newly introduced programs. Ensure optimal utilisation of allocated resources, provide support.

ENQUIRIES : Dr O.O Oyegoke Tel No: (031)- 5049236
APPLICATIONS : All applications must be addressed to the Human Resource Manager of KwaMashu CHC P61 Mkhiwane road or Private bag X013 Kwamashu, 4359
NOTE : An application for employment form (Z83) must be completed and forwarded. This is obtainable from any public service department or from the website www.kznhealth.gov.za. Certified copies of highest education qualification and
CLOSING DATE : 15 June 2018

POST 22/147 : OPERATIONAL MANAGER (PRIMARY HEALTH CARE) (X1 POST)
Branch: St Andrews Hospital: Mobile PHC

SALARY : R499 953
Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : St Andrews Hospital
Diploma / Degree in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations, Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care as per R212 SAMC Regulations. Valid Code 08 drivers license.

Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

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

ENQUIRIES : Mrs VV Ncume Tel No: 039-4331955 EXT 286
APPLICATIONS : All Applications Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities and African males are encouraged to apply
CLOSING DATE : 15 June 2018
POST 22/148 : OPERATIONAL MANAGER (PRIMARY HEALTH CARE) (X1 POST)
Branch: St Andrews Hospital: Mbouwa Clinic

SALARY : R499 953
Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance 
(employee must meet prescribed requirements)

CENTRE : ST Andrews Hospital

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

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

ENQUIRIES : Mrs VV NcumeTel No: 039-4331955 EXT 286

APPLICATIONS : All Applications Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : People with disabilities and African males are encouraged to apply

CLOSING DATE : 15 June 2018

POST 22/149 : OPERATIONAL MANAGER (PRIMARY HEALTH CARE) (X1 POST)
Branch: St Andrews Hospital: Harding Clinic

SALARY : R499 953
Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance 
(employee must meet prescribed requirements)

CENTRE : ST Andrews Hospital

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

**DUTIES**

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

**ENQUIRIES**

Mrs VV Ncume Tel No: 039-4331955 EXT 286

**APPLICATIONS**

All Applications Should Be Forwarded: The Chief Executice Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

People with disabilities and African males are encouraged to apply

**CLOSING DATE**

15 June 2018

**POST 22/150**

OPERATIONAL MANAGER (X1 POST)
Branch: St Andrews Hospital: Female Ward

**SALARY**

R394 665

Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

**CENTRE**

St Andrews Hospital

**REQUIREMENTS**

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

**DUTIES**

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

ENQUIRIES : Mrs MR Singh Tel No: 039-4331955 EXT 211
APPLICATIONS : All Applications Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 15 June 2018
POST 22/151 : CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: MPU 02/2018 (X01 POST)
Component: Mpumelelo Clinic

SALARY : Grade 1: R340 431 per annum Plus 8% rural allowance
          Grade 2: R418 701 per annum Plus 8% rural allowance
          Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
          [Employee must meet prescribed conditions]
CENTRE : Ilembe Health District Office
REQUIREMENTS : Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training.
Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

ENQUIRIES
APPLICANTS
FOR ATTENTION
NOTE
ENQUIRIES:
MR P M Mnguni (PHC Supervisor) Tel No: 032 – 437 3600
APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The District Director, Ilembe Health District Office, Private Bag X 10620, Stanger 4450
FOR ATTENTION:
Ms. JL Mhlongo
NOTE:
Directions to Candidates: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE GROUT01/2016. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE:
15 June 2018

POST 22/152:
CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 02/2018
(X2 POSTS)
Component: Shakaskraal Clinic

SALARY:
Grade 1: R340 431 per annum Plus 8% rural allowance
Grade 2: R418 701 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions]

CENTRE:
Ilembe Health District Office

REQUIREMENTS:
Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and
problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES**

Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES**

MR P.M Mnguni (PHC Supervisor) Tel No: 032 – 437 3600

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The District Director, Ilembe Health District Office, Private Bag X 10620, Stanger 4450

**FOR ATTENTION**

Ms. JL Mhlongo

**NOTE**

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website -www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE GROUT01/2016. Failure to comply with the above instruction will disqualify applicants. Applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**

15 June 2018

**POST 22/153**

**CLINICAL NURSE PRACTITIONER (PHC STREAM-SCHOOL HEALTH PROGRAMME) REF NO: DARN 03/2018 (X1 POST)**

Component: Darnall Clinic

**SALARY**

Grade 1: R340 431 per annum Plus 8% rural allowance
Grade 2: R418 701 per annum Plus 8% rural allowance

Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions]

**CENTRE**

Ilembe Health District Office
Requirements:

**Grade 1**: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse.

**Grade 2**: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

Duties:

Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promote scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented.

Enquiries:

MRS. R. Bhagwandin (PHC Supervisor) Tel No: 032 - 5513686

Applications:

Applications to be forwarded to: Human Resources Department, The District Director, Ilembe Health District Office, Private Bag X 10620, Stanger 4450

For Attention:

Ms. JL Mhlongo

Note:

Directions to Candidates: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE GROUT01/2016. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

Closing Date:

15 June 2018
POST 22/154 : PROFESSIONAL NURSE: SPECIALITY STREAM REF NO: SAH 13/2018 (X2 POSTS)

SALARY : Grade 1: R340 431 per annum
Grade 2: R418 701 per annum
Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)

CENTRE : St Andrews Hospital: Theatre

REQUIREMENTS : Grade 1: Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating Theatre. Grade 2: Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES : MS MR Singh Tel No: 039-4331955 EXT 211
APPLICATIONS : All applications should be forwarded: The Chief Executive Officer: ST Andrews Hospital, Private Bag X1010 Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities and African males are encouraged to apply
CLOSING DATE : 15 June 2018
ANNEXURE Z

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS: Application should be submitted to the Head of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard Street, Polokwane, 0699 at Records Management Directorate- Office No. G03 [Registry].

CLOSING DATE: 18 June 2018

NOTE: Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications, copy of Identity document and driver’s licence. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). The full contents of the advertised posts will be posted on the following websites www.limpopo.gov.za / www.education.limpopo.gov.za / www.dpsa.gov.za / www.vukuzenzele.gov.za. The shortlisted candidates will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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 Department of Public Service and Administration 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. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will results in the disqualification of the applicants. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

MANAGEMENT ECHELON

POST 22/155: DIRECTOR: COMMUNICATION AND PUBLICATION SERVICES (REF NO: LDOE: 04/18)

SALARY: R948 174 per annum (All- inclusive package)
CENTRE: Polokwane
REQUIREMENTS: An undergraduate qualification or equivalent qualification at NQF level 7 as recognized by SAQA. Qualification in Communication/ Public Relations/ Marketing will be an added advantage. 5 years’ experience at a middle/ senior managerial level. Computer literacy. A valid driver’s license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.

DUTIES: Develop and implement internal and external communication policies and strategies. Manage information flow efficiently and effectively from the department to the public as well as within the department. Liaise with MEC’s media Liaison.
Officer for common strategies in respect of events and campaigns. Manage communication and media services to district and circuits.

ENQUIRIES

Ms Montja M.M at 015 284 6569 or Ms Phalafala R.M at 015 284 6524.
Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.

Closing Date: 15 June 2018

Note: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). 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.

Post 22/156: Deputy Director: Management Accounting

Directorate: Management Accounting

Salary: R657 558 – R774 576 per annum plus benefits (Level 11) All-inclusive package to be structured in accordance with the rules for MMS)

Centre: Cape Town

Requirements: National Diploma (NQF Level 6) or Degree (NQF Level 7) in Commerce with 5 years’ relevant experience of which 3 years must be supervisory/management experience; A valid drivers’ license. Recommendation: Preference will be given to candidates with NQF level 7. Knowledge of advanced knowledge of the budget process; Knowledge of financial systems; Excellent written and verbal communication skills i.e. the ability to write submissions and financial management reports that will be routed to senior management within the department; Ability to interpret financial prescripts; A highly developed interpretive and conceptualization / formulation ability. Personal attributes: Ability to lead and direct a team; ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; ability to persuade and influence; ability to handle conflict; ability to function independently and be self-motivated, be assertive, creative and pay attention to detail; to be client focused.

Duties: Submit and Compile Budget documentation (including the Adjusted Estimates and the Appropriation Bill Schedules) for submission to Provincial Treasury. Manage, review, analyse and quality assure the budget preparation process. Compile and submit written submissions to senior management approving the reallocation of any identified savings to highlighted budget pressures. Provide management information on expenditure via monthly required monthly reports. Analyze, monitor and project income and expenditure and identify anomalies in order to promote effective spending. Prepare the cash flow forecast for the upcoming financial year. Monitor cash flow monthly and submit cash flow reports and plans as required. Input into the Interim and Annual Financial Statements. Provide financial information required for the quarterly performance reports for the specific earmarked allocations and input into the annual report. Ensure that information for planning purposes are collected and analysed properly. Coordinate, review, analyse and quality assure the management accounting reporting processes. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the roll-over, adjustment estimates (ENE), and virement process: Ensure that information on the requirement for roll-over requests are disseminated to responsibility and program
managers; Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration; Ensure that the approved roll-overs are incorporated in the adjustments budget. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.

ENQUIRIES: Ms M Kock Tel No: (021) 467-2663

POST 22/157: CHIEF EDUCATION SPECIALIST: SPECIALISED SUPPORT SERVICES
Directorate: Inclusive and Specialised Education Support

SALARY: R608 151 - R942 192 per annum plus benefits (Level 06)
R812 724 – R1 259 022 (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS


DUTIES: Provide support to the Director in terms of the following areas: Plan, manage, coordinate and monitor the roll-out of inclusive education particularly the role of specialised support services staff including school psychologists, social workers, therapists, nurses and learning support staff; Coordinate, plan and manage research, needs analysis and pilot projects; Plan and coordinate professional development of specialised support services staff and other allied personnel; Develop and maintain inter-sectoral networks, intra-departmental liaison for collaboration on specialised education support capacity building and service delivery; Monitor, quality assure and report on the management of specialised education support services: Report on progress in terms of the relevant key performance areas related to the Annual Performance Plan of the WCED; Manage PMDS and WSP activities of the component; Oversight of the financial management of the component.

ENQUIRIES: Ms B Daniels Tel No: (021) 467-2027

POST 22/158: CHIEF EDUCATION SPECIALIST: GET CURRICULUM (GRADE R - 3)
Directorate: Curriculum General Education and Training

SALARY: R608 151 - R942 192 per annum (Level 06)
R812 724 – 1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS

CENTRE REQUIREMENTS: Basic 3 year qualification (REQV 13) or degree (REQV 14), which must include appropriate training as an educator. At least 9 years’ relevant experience in education. A valid code 8 driver’s licence. Registration with SACE as a professional educator. Thorough knowledge regarding the policies, rules and regulations of the WCED. Thorough knowledge regarding education activities and

**DUTIES**: Interpret curriculum and assessment policy in the GET band. Ensure development of cutting edge curriculum knowledge and skills, teaching methodology and training for curriculum officials and teachers. Ensure that the curriculum remains dynamic. Provide support for and guidance to the director. Ensure that support networks with the national department, curriculum advisors, tertiary institutions and relevant stakeholders developed and maintained as key partners in curriculum development. Manage the development and production of curriculum support material. Manage the Technology Learning Area so that curriculum advisors receive adequate and appropriate support in terms of curriculum delivery, assessment practices and standard setting. Manage the quality assurance, mediation and moderation of national and provincial assessment, such as Common Tasks for Assessment, where appropriate. Manage the development of provincial guidelines and support mechanisms. Oversee appropriate research. Initiate and support special projects and liaise with managers of related projects. Facilitate the identification of training needs. Manage collaboration with service providers and other role-players. Manage regular communication with related directorates, EMDCs, curriculum advisors and other stakeholders. Initiate and support the holding of relevant symposia, conferences, workshops. Ensure and implement sound Administration and Human Resource Management practices and principles.

**ENQUIRIES**: Ms K Dudley Tel No: (021) 467-2057

**POST 22/159**: DEPUTY CHIEF EDUCATION SPECIALIST: CHILDREN WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES
Directorate: Inclusive and Specialised Education Support

**SALARY**: R453 246 - R887 571 per annum plus benefits (Level 05)
R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**: Cape Town

ethical conduct. Pragmatic. Self-motivated. Able to work collaboratively with all stakeholders. Innovative.

**DUTIES**

Strategic leadership in the management of support to children with Severe and Profound Intellectual Disabilities. Co-ordination and financial management of the Conditional Grant for Learners with Severe and Profound Intellectual Disabilities, including development of business plans and grant frameworks, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislation and frameworks. Training and workshops regarding children with Severe and Profound Intellectual Disability. Interaction with other provincial departments and other relevant stakeholders. Research and situational or needs analyses.

**ENQUIRIES**

Ms B Daniels Tel No: (021) 467-2027

**POST 22/160**

**DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING DIGITAL CONTENT**

Directorate: E-Learning

**SALARY**

R453 246 - R887 571 per annum plus benefits (Level 05)

R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

Cape Town

**REQUIREMENTS**

Basic 4-year degree or diploma (REQV 13) in Education or relevant qualification. At least 8 years’ appropriate experience in education. A valid drivers’ license. Registration with SACE as a professional educator. High level of proficiency at least two of the three official languages of the Western Cape. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. WCED eVision, eLear1ning Game Change Roadmap of copyright law; POPI act. Skills: Computer literacy (MS Word, MS Excel, MS PowerPoint, email); Ability to research; Project Management; Facilitate; Budget; Write reports; Communicate clearly and concisely in all written and oral communications; Client Orientation and Customer Focused; Excellent diagnostic skills; Be flexible and focused on understanding the needs of the end-user; Strong decision-making skills; Critical thinking and problem-solving skills.

**DUTIES**

Manage and coordinate the development of eContent and technology solutions wrt off-line and cloud-based platforms: Plan, commission, coordinate and manage the sourcing of digital resources. Identify in consultation with Senior Curriculum Planners, Edulis librarians, Subject Advisors and Lead Teachers gaps in the availability of digital resources and links on the WCED ePortal. Source, upload, edit, curate and promote content on the ePortal. Ensure that contributed content is CAPS aligned, relevant and of good quality. Write tender specifications. Manage eContent development tenders and sourcing of digital resources. Manage budget for eContent development. Liaise with relevant parties regarding initiating pilots and research (including proper Monitoring and Evaluation (M&E). Evaluate trial applications and/or services for consideration. Initiate and develop project initiation documents (MOU/MOA). Coordinate all projects focused on Content development. Provide guidance on replicable to large scale deployment. Focus is on innovation, and responsive to projects as pilots/proof-of-concepts/research. Do research and development in the area of eContent trends and presentations. Manage and coordinate eLearning implementation of eContent resources: Create tutorials for the training and implementation on use of WCED ePortal e.g. contributing eContent on the ePortal or other WCED resource platforms. Assist and support Senior Curriculum Planners, Subject Advisors and eLearning Advisors with the implementation strategy in ICT integration. Provide input and assist the Teacher Professional Development unit on specific needs regarding the development and sourcing of digital. Assist CTLI with instructional design specific to eLearning and eTeaching. Identify training needs specifically for eTeaching and eLearning and give advice and guidance to design and develop new relevant courses. Liaise with relevant role players on ICT integration pathway. Advocate training in technologies, teaching methodologies and ICT integration. Training schedules must be prioritized closest to the sites of delivery i.e. schools. The eLearning advisors manage and coordinate training at district level whilst the Head Office responsible officer in eLearning coordinates and manages the deliverables of the
eLearning advisors. Liaison and development in collaboration with Department of Basic Education, Provincial Education Departments, National Portal, service providers and other specialists: Ensure services will include good user experience, access to analytics, able to work on the WCGschools' network and accessible on various technology platforms. Liaise with management, District Offices, directorates CTLI and Centre for e-Innovation in use of eLearning content portal and ecosystem. Develop advocacy programmes and materials. Review the implementation plan Network and collaborate with role players on the National Portal. Rationalize new provincial developments through collaboration. Liaise between WCED, national and other provincial role players regarding the development of e-content, databases and delivery mechanisms. Reporting and administration: Write reports on pilots and research as necessary. Document and report on project progress. Administrator of the back-end of ePortal to assign roles and responsibilities to reviewers, moderators and contributors. Network and collaborate with role players on the National Portal. Develop and maintain database of pilots and research of eContent. Rationalize new provincial developments through collaboration. Liaise between WCED, national and other provincial role players regarding the development of eContent, databases and delivery mechanisms.

ENQUIRIES:
Mr C Walker Tel No: (021) 467-2351

POST 22/161: DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING PROJECTS COORDINATION
Directorate: E-Learning

SALARY:
- R453 246 - R887 571 per annum plus benefits (Level 05)
- R812 724 – R1 259 022 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS

CENTRE:
Cape Town

REQUIREMENTS:
- Basic 4-year degree or diploma (REQV 13) in Education or relevant qualification.
- At least 8 years’ appropriate experience in education. A valid drivers' license. High level of proficiency at least two of the three official languages of the Western Cape.
- Registration with SACE as a professional educator. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7, WCED eVision, eLearning Game Change Roadmap, Guidelines of Social Media Policy, Guidelines of Mobile Devices.
- Skills: Computer literacy (MS Word, MS Excel, MS PowerPoint, email); Ability to research; Project Management; Facilitate; Budget; Write reports; Communicate clearly and concisely in written and oral communications; Be flexible and focused on understanding the needs of the end-user; Strong decision-making skills; Critical thinking and problem-solving skills.

DUTIES:
- Special Projects, POCs, Pilots, Research and Curriculum content roll-outs: Plan, commission, coordinate and manage Special Projects (e.g. Research, Pilots, POCs, etc.). Identify and initiate suitable pilots and research projects. Document and report on project progress. Liaison: close collaboration with directorate research. Management of eLearning pilots specific to technologies, eLearning methodologies and eLearning platforms, models, school-based action research and educational resources. Evaluate trial applications and/or services for consideration. Coordinate and manage the relevant role players of all pilots and research. Develop and maintain database of pilots and research. Initiate and develop project initiation documents (MOU/MOA). Establish terms of reference for each project or program. Write tender specifications for pilots or proof of concepts. Liaise with relevant parties regarding initiating pilots and research. Write reports on pilots and research as necessary. Provide guidance on replicable to large scale deployment. Focus is on innovation, and responsive to projects as pilots/proof-of-concepts/research. ICT Integration within Curriculum Projects: Assist with the development of the provincial eLearning training framework for professional development in ICT integration. Liaise with districts on the execution of the training pathway plan at district level and the monitoring of the progress thereof. Identify training needs specifically for eTeaching and eLearning and give advice and guidance to design and develop new relevant courses. Liaise with relevant role players on ICT integration pathway. Manage training schedules and budget for
training. Advocate training in technologies, teaching methodologies and ICT integration. Assist CTLI in the design of specific eLearning and eTeaching courses. Training schedules to be prioritized closest to the sites of delivery i.e. schools, or online. The eLearning advisors manage and coordinate training at district level whilst the Head Office responsible officer in eLearning coordinates and manages the deliverables of the eLearning advisors. Manage and oversee the co-ordination/implementation of eLearning: Assist and support the development of an implementation plan within provincial e-learning policy in consultation with relevant role players. Liaise with management, District Offices, directorates CTLI and Centre for e-Innovation in support of eLearning vision and roll-outs. Identify priority areas for e-learning. Develop advocacy programmes and materials. Monitor and oversee the e-Learning implementation plan. Review the implementation plan. Thorough knowledge of creating, managing, deployment and the administration of large scale online platforms e.g. Google domain and Microsoft tenant. Knowledge of setting up cloud Google and Microsoft domains. Knowledge of managing the users within the platforms. Knowledge of how to setup for large scale deployment of devices within the platforms. Knowledge of the administration of large number of users with the necessary security settings. Advocacy in the educational benefits for teaching and learning on these platforms. Support Head Office and Districts with the implementation thereof in the Head Office, districts and schools' environment. Creating easy-to-use tutorials to guide users in the use and benefits of cloud platforms.

ENQUIRIES
Mr C Walker Tel No: (021) 467-2351

POST 22/162
ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT
Directorate: Knowledge and Information Management

SALARY
R334 545 – R394 065 per annum plus benefits (Level 09)

CENTRE
Cape Town

REQUIREMENTS
National Diploma (NQF Level 6) or Degree IT or IT-related field plus 3 years relevant experience. A valid driver’s licence. Competencies: Excellent computer skills preferably with experience with database and online systems; Experience in systems development life cycle and implementation; Project Management; Analysis and business reporting. Management experience/exposure is preferable. Knowledge of Information and Knowledge management systems; Understanding of the capabilities and limitations of information technology; Advanced spreadsheet and/or research-related IT applications; Knowledge of online database handling, collaborative technologies and web-based services; Understanding of school environment and school administration management systems; Business management reporting; Survey administration and processing; Geographic Information Systems applications, Enterprise Content Management and/or Knowledge of Demography is advantageous. Skills: Strong Analytical and conceptual skills; A flair for Statistics, Logic and Mathematics; Communications and presentation Skills; Decision-making; Advanced IT skills; Problem solving; Leadership and Planning; Relationship building skills; Co-ordination; Research skills; Facilitation; Conflict resolution; Meeting skills; Interpersonal relations; Organisational skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Self-motivated/ disciplined; Creative; Team player; innovative, a strong organizer and ability to multitask.

DUTIES
Assist to develop corporate knowledge management strategy; Identifying and developing various techniques to facilitate knowledge transfer; Assist with knowledge management design, development, implementation and ongoing support and maintenance; Create a process to easily identify knowledge required to meet organizational needs; Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge; Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards; Primary contact internally regarding relevant tools and technologies; Finding sources of expertise and acquiring necessary knowledge; Implementing and maintaining the knowledge throughout the organization. Administration and conduction of Education Surveys and ensuring alignment with Education Information Standards. Design and construct management reports using Business
Intelligence tools; Integration of internal databases; extraction and preparation of information for internal managers and external requestors; Coordinate and facilitate the implementation of e-administration at schools to enhance data quality and increase efficiencies in the system; Develop, implement and maintain WCED knowledge management and information system business processes and facilitate training; Co-ordinate the process of turning tacit and explicit knowledge into institutional knowledge; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system; Provide access to management on education information and knowledge management; Monitor and review knowledge management practices.

ENQUIRIES

POST 22/163

ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE
Directorate: Knowledge and Information Management

SALARY

R334 545 – R394 065 per annum plus benefits (Level 09)

CENTRE

Cape Town

REQUIREMENTS

National Diploma (NQF Level 6) or Degree in IT or IT related field with at least 3 years’ experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver’s licence. Competencies: Experience in order to execute the duties effectively, the incumbent of this post should have the following experience: ICT project management or coordination; an understanding of the Corporate Governance of ICT and IT coordination; liaison and communication at various hierarchical levels; A basic understanding of business objectives and priorities; planning and time management; project management; human capital management; performance management. Proven knowledge of: ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators’ Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Skills: Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills. Personal attributes are Ability to manage change and crisis; ability to work and make decisions under rapidly changing and pressurised circumstances; ability to persuade and influence; ability to lead and direct teams of professionals and service providers and be a team player.

DUTIES

Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools’ and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.

ENQUIRIES

POST 22/164

ASSISTANT DIRECTOR: RECORD MANAGEMENT (HR REGISTRY)
Directorate: Service Benefits

SALARY

R334 545 – R394 065 per annum plus benefits (Level 09)
CENTRE: Cape Town

REQUIREMENTS:
National Diploma (NQF Level 6) or Degree in Record Management plus 3 years relevant experience. Knowledge of Registry Procedures; Filing systems; National Archives Act (Act 43 of 1996); Access to Information Act (Act 2 of 2000); Planning and organizing; Norms and standards; Knowledge of departmental structures and procedures; Computer and Equipment; Nat and Provincial Transport policies; Public Finance Management Act; Knowledge of information management; Specialist knowledge of records management practices; Knowledge of File Tracking system; Knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Project management; Electronic document management systems. Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills; Planning, organizing and people management skills; Computer literacy skills; Analytical thinking; Investigative skills; Conflict management; Decision-making; Time Management; Project Skills. Personal attributes: The ability to render advice and guidance in an objective yet dedicated manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence. The ability to handle conflict. The ability to lead and direct teams of professionals and service provider.

DUTIES:
Maintain and enhance records management unit. Formulate and implement a records management action plan. Formulate and implement a records management policy and related records management procedures. Compile and maintain approved records classification system for paper-based and electronic records. Understanding of the most prevalent systems presently being employed (i.e. Transaction Processing Systems, Database Management systems, Management Information systems, Electronic Document Management systems, Electronic Records Management systems, and Data Warehouses). Implement systematic disposal programmes to reduce the storage cost involved in storing records no longer required for administrative, legal and functional purposes after a written disposal authority has been obtained from the National/Provincial Archivist. Keep all records in safe custody. Inspect sub-offices to ensure that sound records management practices are followed. Ensure that records management and registry staff is trained to apply the proper registry procedures to facilitate sound management of records. Train creators of records to allocate file reference numbers / subjects to records according to the approved file plan. Address information security classification and declassification procedures as prescribed by the information security policy. Provide access to information contained in records in terms of the promotion of Access to Information Act, 2000. Supervision of Operational planning and work organisation of the unit. Manage the staff of the unit – Staff performance, PMDS, Training and development, staff planning (recruitment, selection, leave management, health and well-being, etc.). Maintenance of discipline and promote sound employee relations.

ENQUIRIES: Ms D Pillay Tel No: (021) 467-2477

POST 22/165: ASSISTANT DIRECTOR: ASSESSMENT MANAGEMENT
Directorate: Examinations Administration

SALARY: R334 545 – R394 065 per annum plus benefits (Level 09)

CENTRE: Cape Town

REQUIREMENTS:
DUTIES:

- Manage the administration regarding the appointment of marking officials for NSC and ABET level 4 examinations.
- Manage the maintenance of WCED marking programme.
- Support the administration for competency testing in selected subjects.
- Ensure all queries from educators regarding marker appointments are solved.
- Manage administration for all appointment meetings, including liaison with unions, taking of minutes etc.
- Draft submissions for approval of appointments of marking officials and budgets for marking processes.
- Ensure that all appointed markers are informed of their appointment.
- Manage the administration regarding the marking processes for NSC and ABET level 4 examinations.
- Develop the marking centre specifications and manage tender processes to appoint suitable marking centres.
- Manage security for marking centres including budget.
- Ensure that arrangements are in place and implemented for national marking guideline/standardisation meetings.
- Ensure that scripts are transported safely to all marking centres and handed over to marking centre managers.
- Ensure that marking centre managers are supported in placement of scripts in subject rooms.
- Ensure that all subjects and papers receive sufficient question papers, approved dummy scripts and approved marking guidelines.
- Report on the state of readiness regarding marking and marking centres to internal and external stakeholders.
- Ensure that scripts are transported safely to all marking centres and handed over to marking centre managers.
- Ensure that marking centre managers are supported in placement of scripts in subject rooms.
- Ensure that marking centre managers are supported in placement of scripts in subject rooms.
- Draft reports and provide statistics for directorate and top management.
- Support the training processes of marking officials.
- Manage logistical arrangements and registers for all training sessions for marking officials.
- Provide administration support for the training of marking management teams.
- Support the training of marking officials by ensuring that sufficient dummy scripts, question papers and approved marking guidelines are provided to all chief markers.
- Manage the re-mark and re-view appeal processes for national examinations.
- Develop circulars to inform schools of policy and administrative processes regarding marking.
- Ensure that all re-mark and re-view applications are dealt with fairly.
- Ensure that clients are treated with respect by all staff.
- Human Resources Management: Manage staff in the marking unit of Directorate: Assessment Management.
- Supervise Administration Officers in the marking unit.
- Manage performance on PERMIS system of WCED.
- Manage leave of marking unit staff.
- Manage the training and development of staff in the marking unit.
- Manage discipline within the marking unit.
- General: Participate in Directorate strategic planning processes.
- Participate in provincial and national stakeholder meetings.
- Participate in special projects of the directorate.

ENQUIRIES:

- Mr H Swart
- Tel No: (021) 467 2075

POST 22/166:

- ASSISTANT DIRECTOR: DIGITAL MEDIA AND COMMUNICATION SUPPORT
- Directorate: Communication

SALARY:
- R334 545 – R394 065 per annum plus benefits (Level 09)

CENTRE:
- Cape Town

REQUIREMENTS:
- National Diploma (NQF Level 6) or Degree with minimum 3 years’ experience in journalism and writing for the media. Social media training. Computer literacy (MS Office). Valid driver’s licence. Competencies: Excellent skills in the following: professional writing and verbal communication; knowledge and experience in using social media; ability to rework complex documents and related materials into user friendly content for publishing via digital and other media; expertise in writing for the media, social media and the web; photographic skills. Personal attributes: Ability to work under pressure and to meet deadlines; produce work of a high standard with minimum supervision; self-motivated and disciplined; creative; good analytical and problem-solving skills; good team player; excellent interpersonal skills.

DUTIES:
- Develop, maintain and manage digital media services, including content for the web, social media and digital applications; participate in strategic communication
planning; provide professional communication support for WCED components; support corporate communication activities, including editorial production and media liaison, as required. Knowledge of the South African education system would be an advantage.

ENQUIRIES : Ms B Hammond Tel No: 021 467 2532

POST 22/167 : PERSONAL ASSISTANT
Directorate: Communication

SALARY : R226 611– R266 943 per annum plus benefits (Level 07)
CENTRE : Cape Town
REQUIREMENTS : Secretarial Diploma or equivalent qualification with at least 3 years secretarial/administrative work and experience or Bachelor's degree in Office Administration with at least 1 year work experience with advanced knowledge of relevant software packages and experience in rendering support functions to senior management. Recommendation: Valid Code B/EB driver's licence. Knowledge of the relevant legislation/policies/prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing. Personal Attributes: Must be reliable; have excellent interpersonal relations; be able to work under pressure and make sound judgments. Be customer service oriented and a self-managing team player.

DUTIES : Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements. Analyse information and compile complex documents/submissions/reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms B Hammond Tel No: (021) 467 2532

POST 22/168 : HANDYMAN (CONTRACT UNTIL 31 MARCH 2019)
Branch: Education Planning

SALARY : R90 234 – R106 290 (Level 02) plus 37% in lieu of benefits.
CENTRE : Cape Town
REQUIREMENTS : Grade 10 plus 6 months relevant experience.
DUTIES : Repair broken furniture, machinery, equipment and all other defects. Assess and report on defects. Compile list of material requirements for repairs. Safekeeping of maintenance tools and supplies. Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock. Prepare and clean venues. Do minor maintenance work. Adhere to safety precautions and ensure adherence to occupational health and safety policies.

ENQUIRIES : Ms L Boniface Tel No: (021) 467 2534

DEPARTMENT OF HEALTH

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

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

POST 22/169 : HEALTH FACILITY PLANNER
Directorate: Infrastructure Planning

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

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Health Professional and / or the South African Nursing Council (SANC) as a Professional Nurse. Experience: Appropriate experience as a registered Healthcare professional ideally at a Public Sector healthcare facility. Relevant infrastructure or space planning related experience (built environment). Inherent requirements of the job: Valid (Code B/EB) driver’s licence (manual). Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Good understanding of health care clinical and operational protocols relevant to infrastructure design. Understanding of the public sector health service delivery platform, indicators and service plan and how this links with infrastructure. Working Knowledge of legislation and guidelines relevant to health care infrastructure i.e. IUSS, PN 187, NCS, Ideal Clinic. Understand how to interpret existing and develop new Functional and Technical Norms and Standards Understanding of government-wide planning, monitoring, reporting and evaluation frameworks, processes and procedures. Experience in the preparation of reports, submissions and presentations. Sound interpersonal, computer literacy (MS Office) and good verbal and written communication skills in at least two of the three official languages of the Western Cape. An understanding of the clinical activities and needs at all levels of the health service. Knowledge of architecture and engineering in relation to health facility design.


ENQUIRIES : Mr D Rendall, Tel No: (021) 483-6769
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 June 2018

POST 22/170 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY : R499 953 (PN-B3) per annum

CENTRE : Khayelitsha Community Health Centre (X1 Post)
Michael Mapongwana Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care (48), accredited with the SANC. 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: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after hours. Valid (Code B/EB) driver’s licence. Willingness to work shifts, public
holidays and weekends to manage hospital after hours. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills and basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Coordinate and delivery quality nursing care within the department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**
Khayelitsha CHC: Mr D Binza, Tel No: (021) 360-5200
Michael Mapongwana CDC: Ms K Jacobs, Tel No: (021) 363-1080

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

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

**CLOSING DATE**
15 June 2018

**POST 22/171**
PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CBS TRAINING)
(Chief Directorate: Metro Health Services)

**SALARY**
Grade 1: R226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum

**CENTRE**
Northern/Tygerberg Sub-structure

**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: one 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 requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in Excel, Word and PowerPoint. Proficiency in report-writing. Appropriate training/facilitation experience.

**DUTIES**
Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching), as well as the orientation of the Community Care Workers. Conduct monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nurse training according to needs identified within the district.

**ENQUIRIES**
Mr JW Lucas, Tel No: (021) 815-8879

**APPLICATIONS**
The Director: Northern/Tygerberg Sub-structure, 1st Floor, Bellville Health Park, Karl Bremer Hospital, Bellville, 7500.

**FOR ATTENTION 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 : 22 June 2018

POST 22/172 : PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL NURSE TRAINING)
Cape Winelands Health District

SALARY :
Grade 1: R226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum

(Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Cape Winelands TB Centre

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: Valid (Code B/EB) driver's licence. Willingness to perform operational duties (overtime, night duty and work shifts) if operationally required. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team (externally and internally). Relevant knowledge, skills and experience in training, experience in the preparation and sourcing of training and practical accompaniment. Knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development and ability to mentor and coach. Computer literacy in MS Office Package. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES :
Coordinate and facilitate the development of learning opportunities for all nursing personnel. Coordinate and facilitate in-service training and updating of skills. Liaise with training providers and complete training stats. Involvement in training programmes in conjunction with Human Resources Department. Utilise human and financial resources effectively. Evaluate and assess the competencies and skills of nursing personnel.

ENQUIRIES :
Ms A Klaasen, Tel No: (023) 348-1311

APPLICATIONS FOR ATTENTION :
The Medical Manager: Brewelskloof Hospital Private Bag X3044, Worcester, 6849.

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 : 22 June 2018

POST 22/173 : PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)
Eden District

SALARY :
Grade 1: R226 083 (PN-A2) per annum
Grade 2: R278 052 (PN-A3) per annum
Grade 3: R340 431 (PN-A4) per annum
Plus a non-pensionable rural allowance of 12% of the basic salary.

**CENTRE** : Beaufort West Primary Health Care

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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 B/EB) driver’s licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report-writing.

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

**ENQUIRIES** : Ms A Jooste, Tel No: (023) 414-3590

**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** : 22 June 2018

**POST 22/174** : FOOD SERVICE AID (1 FULL TIME POST AND 1 5/8TH POST) (X2 POSTS)

**Chief Directorate**: Metro Health Services

**SALARY** : R90 234 per annum (full time) and R56 397 per annum (5/8th post)

**CENTRE** : Valkenberg Hospital, Observatory

**REQUIREMENTS** : Minimum requirement: Basic numerical and literacy. Experience: Appropriate experience in a large scale Food Service environment. Appropriate experience in the production of normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically fit and healthy to lift heavy objects and be on their feet the entire day. Willing to enter hospital wards. Appropriate experience in the production of normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. The ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety
prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to
elementary control measures and standard operational procedures.

ENQUIRIES: Ms A Getyeza, Tel No (021) 440-3188
APPLICATIONS: The Chief Executive Officer: Valkenberg Hospital, Private Bag X3, Observatory, 7935.
FOR ATTENTION: M Page
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 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: 25 June 2018
NOTE: Only applications submitted online will be accepted. 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. 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.

MANAGEMENT ECHELON

POST 22/175: DEPUTY DIRECTOR-GENERAL: CENTRE FOR E-INNOVATION REF NO:
(DOTP 2018-64)
SALARY: R1 370 973 per annum, Level 15
(Centre of excellence package to be structured in accordance with the rules for SMS).
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Relevant post graduate qualification on NQF level 8 as recognised by SAQA; and
Minimum of 8 years' experience at senior managerial level within the ICT
environment. Recommendations: Appropriate Honours/ Master’s Degree;
Experience in a senior managerial role within a public sector/government institution
would be advantageous; Demonstrated experience in IT strategic planning; and
Preferably proven experience or demonstrated capability in leading IT
transformational initiatives in complex and dynamic environments. Competencies:
Maintains currency on new technologies and platforms and provides direction on
what emerging technologies are to be assimilated, integrated and introduced within
the organisation to ensure that the IT capabilities align and can respond to the
needs of the organisations' Digital Government Strategy. Advanced knowledge of
modern systems of governance and administration. Knowledge of the policies of
the government of the day. Knowledge of global, regional and local political,
economic and social affairs impacting on the provincial government of the Western
Cape. A clear understanding of Constitutional, legal and institutional arrangements
governing the South African public service. Skills: Ability to develop strategy,
bringing a current knowledge and future vision of leveraging information and
technology in business model design, business process re-engineering, products
and services development. Collaborates with executive leadership and key
partners to define and execute the digital government strategy. The ability to serve
as a high level in-house advisor. Builds and maintains relationships with
departments and key partners in order to develop a clear understanding of
business needs. Uses influencing and negotiation skills to create synergies across
the organisation in order to enable cost-effective and innovative shared solutions
to achieve organisational goals. Ability to develop and control annual operating
and capital expenditure for the branch to ensure it is consistent with overall
strategic objectives of the enterprise and is within plan. Expertise in budget
planning and financial management. Excellent analytical, strategic conceptual thinking, strategic planning and execution skills. Team building and strong interpersonal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Personal Attributes: A highly developed interpretive and conceptualization/formulation ability. The ability to render advice and guidance in an objective manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence teams of professionals and service providers towards the same goal. The ability to build relationships. The ability to be an advocate of change.

DUTIES:
Management Responsible for the establishment and execution of the organisation wide IT strategy, and ensuring its alignment with the organisations strategy and the delivery of capabilities required to achieve success. Responsible for the delivery of Departmental IT Strategies and Implementation Plans in accordance with the Corporate Services Centre Demand Planning process. Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Participate in the Department’s strategic planning process and co-ordinate the development and management of the strategic and business plans for the Branch and evaluate the performance of the Branch on a continual basis against predetermined key measurable objectives and standards. Report to the Head Corporate Services on a regular basis on the activities of the Branch and on matters of importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch and of the resources employed by it. Ultimately responsible for the Management of relationships with key Stakeholders (both internally and externally). Strategic ICT Services To provide citizen-facing digital government services, strategic ICT planning and architectural services and to improve ICT governance maturity through the development and maintenance of appropriate policies, processes, strategies and systems and creating the relevant capacity. Provide strategic direction to the Cabinet and Provincial Top Management with regard to digital government and ICTs in general. Develop Provincial ICT plans and facilitate the development of departmental ICT plans as well as implement and maintain the WCG Enterprise Architecture. Develop ICT strategies, policies, norms and standards. Render citizen-facing digital government services. Participate in rural development programmes requiring e-skills development or ICTs for the empowerment of citizens. Strengthening of ICT Governance of the WCG corporate environment. Contribute to improving service quality at front-line service delivery facilities and on WCG digital platforms. Government Information Technology Officer (GITO) Management Services. To provide Government Information Technology Officer (GITO) management services to the Western Cape Government through the provision of transversal infrastructure, applications operations and by rendering a service management capability to departments. Manage transversal infrastructure and network operations. Promote and implement transversal, shared and departmental ICT infrastructure, systems, applications, solutions, hardware, software, services, e-government and ICT strategies. Promote the use of ICT’s and Information Management as a strategic resource in departments. Manage shared and enterprise information and technical architectures for departments in alignment with departmental, provincial and national strategies and architectures. Manage the SITA business relationship, including Business Agreements, Service Level Agreements, service and technology forums. Manage the transversal or shared ICT security function. Ensure certification of ICT solutions. Ensure effective management of service level agreements/memoranda of understanding with departments as well as departmental ICT contracts. Transversal Applications Development and Support. To provide application development and programme management services. Provide applications development services for transversal projects. Provide ICT programme management for transversal projects. Render integrated e-Government information and communication services to business, civil servants and government. Connected Government and Infrastructure Services. To drive the broadband service provision for the Western Cape Government. Responsible for the successful implementation of the Broadband and
Public Wifi initiatives for the Western Cape Government with key responsibilities for the Broadband Programme and Project Management. Contract and Service Level Management.

ENQUIRIES

Mr A Joemat at (021) 483 6708

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

18 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 22/176

ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICE, REF NO: TPW 2018-76

SALARY

R226 611 per annum (Level 07)

CENTRE

Department of Transport and Public Works, Western Cape Government.

REQUIREMENTS

An appropriate 3 year B-degree or National Diploma in Public Management with a minimum of 1 year appropriate experience; A valid Code 8 driving licence. Recommendations: None. Competencies: Knowledge of the following: Information and Knowledge Management; Training and development; Enterprise Content Management Solutions; Co-ordinate and possess PAIA Process knowledge; Proven computer literacy; Communication (written and verbal) in at least two of the official languages of the Western Cape.

DUTIES

Render the following: Administrative support to users of the ECM system by ensuring first line support is done in accordance to MOU’s and SLA’s; User support and guidance in the use of the ECM system through daily visits to users, one-on-one support, and act as champions for change management; Training to users on a one-on-one, group and knowledge college basis. Monitor and evaluate compliance to Enterprise Content Management (ECM) processes, policies and systems by regular visits to users, attendance of component meetings, and active participation in the ECM Forum; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Ensure compliance with relevant legislative (eg. Archives Act, Western Cape Archives Act, etc), statutory, regulatory (eg. Western Cape Blue Print on e-filing) and supervisory requirements towards the achievement of component projects and goals; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support.

ENQUIRIES

Mr R Brown at (021) 483 6201