PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2018
DATE ISSUED: 08 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: Kindly note that the post of Deputy Director: Leadership Development Management with Ref No: DPSA/18/006, advertised in vacancy circular 22 dated 01 June 2018, the requirements and the duties have been amended to: Requirements: An appropriate qualification at NQF level 7 in Human Resource Management / Organisation Development/ Industrial Psychology, Public Management Administration or Labour Relations fields. Minimum of 3-5 years' experience at junior 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 Methodologies, Written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Ability to work in a collaborative environment with key stakeholders. Computer literacy, a valid driver's licence. Duties: To effectively support and advise on human resource practices in relation to leadership development and management of the Senior Management Service, manage the SMS competency framework as well as the
development of leadership framework in the Public Service; management of the competency assessment practice for senior managers; provide policy direction on leadership development as well as training and development of the Senior Management Service in the Public Service. Research, develop and maintain policies and practices pertaining to Leadership Development Management of members of the SMS. Build capacity by providing frameworks for training/conducting workshops on the policies, practices and systems related to leadership and capacity development for the SMS, such as mentoring and coaching practices. Provide platforms for peer support and engagements for senior managers, such as conferences and colloquia. Provide advice and support to the executive management and participate in DPSA transversal projects related to functional area of leadership development management. Render technical support in terms of recruitment and selection policy and directives related to SMS practices. The closing date: 18 June 2018
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DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 29 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. 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.

OTHER POSTS

POST 23/01: DEPUTY DIRECTOR (REF NO: DBE/31/2018)
Branch: Office of the Director-General
Directorate: Research Monitoring and Evaluation

SALARY: All-Inclusive remuneration package of R779 295 per annum

CENTRE: Pretoria

REQUIREMENTS: This position will involve high responsibility for management of and reporting on evaluations in the sector, and therefore has the following requirements: An appropriate Bachelor’s degree or equivalent qualification; at least four years of relevant technical experience in research, monitoring and evaluation with 4 years’ experience at a supervisory level is required, in particular project management, coordinating research projects, and coordinating work amongst team members; at least two years of experience in managing evaluations in the education sector this should involve aspects such as the coordination of large data collection exercises, data management, questionnaire design for school-based surveys and service provider management; knowledge of basic education regulations and policies; ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; ability to make presentations to stakeholders; ability to analyse, interpret and report on quantitative as well as qualitative data; working experience of statistical packages such as SPSS or STATA; ability to develop monitoring tools; and high level skills in the use of the MS Office Suite. A knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous. Knowledge of relevant national education datasets, and especially working experience of such datasets, will be highly advantageous.

DUTIES: Monitor and evaluate the policy outputs of the education system and to co-ordinate research. Coordinate and support the national evaluations in the basic education sector. Design, manage and support large scale evaluations and research studies.
commissioned by the Department. Facilitate capacity building on planning, monitoring and evaluation. Liaise and network with research organisations, including presenting DBE research at conferences. Write research reports, evaluation reports and sector monitoring reports. Develop monitoring tools for the basic education sector.

EQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
CLOSING DATE: 29 June 2018
NOTE: Shortlisted candidates will be subjected to a competency-based assessment.

POST 23/02: DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL BASED ASSESSMENT (SBA) (REF NO: DBE/29/2018)
Branch: Planning, Information and Assessment
Directorate: Examination and Assessment
SALARY: R453 246 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of an appropriate three year Bachelor’s degree (or equivalent qualification) with a minimum of 8 years teaching experience, which must include 3 years management experience. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to School Based Assessment. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations and in depth knowledge of the quality assurance of school based assessment. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver’s licence and willingness to travel.
DUTIES: The incumbent will be responsible for the management of the quality assurance of School Based Assessment (SBA) at a national level and this will entail: Improving the SBA quality assurance systems across the nine Provincial Education Departments (PED’s). Manage the quality assurance and moderation of SBA across the nine Provincial Education Departments. Develop and review SBA policies and guidelines. Recruit, train, support and evaluate SBA, PAT and oral assessment moderators. Facilitate SBA feedback to teaching and learning.
EQUIRIES: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
CLOSING DATE: 29 June 2018

POST 23/03: DEPUTY CHIEF EDUCATION SPECIALIST: (MARKING PROCESS) (REF NO: DBE/30/2018)
Branch: Planning, Information and Assessment
Directorate: Examination and Assessment
SALARY: R453 246 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of an appropriate three year Bachelor’s degree (or equivalent qualification) with a minimum of 8 years teaching experience, which must include 3 years management experience. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to marking of national question papers. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In depth knowledge of marking systems and quality enhancements for marking and marking feedback. In depth knowledge of the quality assurance of systems relating to marking processes. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver’s licence and willingness to travel.
DUTIES: The incumbent will be responsible for the management of the marking of the National Senior Certificate (NSC) and Senior Certificate (SC) examinations and the quality assurance of the marking processes at a national level and this will entail: improving the marking systems across the nine Provincial Education Department (PED’s), ensure quality marking across the nine Provincial Education Departments during marking of National Senior Certificate and Senior Certificate Examinations. Facilitate marking feedback to teaching and learning. Manage the centralised marking of small subjects at a national level for the NSC and SC, Develop innovative and effective quality assurance systems for marking processes and manage training and evaluation of chief markers and internal moderators.

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

CLOSING DATE: 29 June 2018
**ANNEXURE B**

**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 the 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: cogta12@ursonline.co.za; or via fax: 086 415 5709.

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

**CLOSING DATE**
29 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 and 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 23/04**
PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: 24124/01

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

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
The incumbent will perform the following duties: Facilitate the recruitment and selection processes. Perform administrative functions related to all human resource matters. Process documentation and record keeping. Verify applications received from the service provider.

**ENQUIRIES**
Mr J Tidimane, Tel No: 012 334 0734
ANNEXURE C

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: 22 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.

ERRATUM: kindly note that the post of Personal Assistant to the Chief Director: Finance and Supply Chain Management advertised in vacancy circular 21 dated 25 May 2018 has been erroneously advertised with incorrect salary level; the correct salary is R226 611 per annum (Level 07). However applicants who applied before need not re-apply as their applications will still be considered. The closing date for this post is extended till 15th June 2018. For enquiries please contact Ms. M Mpuru 012 406 7330

OTHER POSTS

POST 23/05: DEPUTY DIRECTOR: SECURITY ADMINISTRATION

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

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Information Technology/Computer Science/Business Information with a minimum of three (3) years’ experience at a junior managerial in an IT security and networks environment PLUS the following key competencies, Knowledge of: Keep abreast of privacy and Security Legislation, Regulations, Advisories, Alerts and vulnerabilities, ICT infrastructure and systems, Ability to develop and deliver presentations. Thinking Demand: Ability to think at operational and strategic levels, Analytical thinker, Decisive (ability to take key decisions).Skills: Good communication skills. Personal Attributes: Dedicated.

DUTIES: Develop security standards, procedures and guidelines for multiple platforms and diverse systems environment. Oversee /Review the development and testing of security plans, products, control techniques, conduct active penetration tests and make recommendations thereof. Analyse information security incidents and liaise with stakeholders. Do research to ensure innovative solutions for IT Network Security and recommend appropriate corrective action for these incidents, i.e. studying the proliferation of viruses, hacker intrusion and content published on internet. Provide managerial activities

ENQUIRIES: Mr. L Mothudi 012 406 7698
POST 23/06 : ASSISTANT DIRECTOR: INTERNAL CONTROL

SALARY : R334 545 per annum (Level 09)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Accounting/Financial Management with a minimum of three (3) years' experience in an Accounting environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, DoRA, Basic accounting System, Logis, Persal. Thinking Demand: Problem solving, Creativity, Ability to Negotiate. Skills: Computer Literacy, Good verbal and written communication, Ability to communicate at all levels. Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. Recommendation: Completed articles will serve as an added advantage.

DUTIES : Implement, monitor and review CFO branch policies, standard operating procedures, delegations of authority and internal controls. Identify shortcomings in terms of application of process and report on internal control efficiencies with recommendations. Identify potential risks and update branch risk register. Respond to auditors (internal and external) queries. Coordinate and Compile Interim Financial Statements and Annul Financial Statements, including the preparation and follow up of annexures and work papers. Coordinate and compile consolidated monthly, quarterly and annual compliance reports. Provide managerial activities.

ENQUIRIES : Ms. S Dlamini ☎012 406 7964
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

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

CLOSING DATE: 29 June, 2018 at 13:00

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

OTHER POST

POST 23/07: CAMPUS MANAGER, REF NO: 2018/038

SALARY: R417 552 per annum (Level 10) plus benefits as applicable in the Public Service (College appointment fixed term contract ending 31 May 2020)

CENTRE: Nkandla Campus

REQUIREMENTS: A recognised tertiary qualification (3-year) Degree/Diploma. A recognised, appropriate teaching qualification. Seven years’ experience in a TVET (or similar) institution, of which two years should be at managerial level. Registered with SACE. Valid driver’s license. An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET institution. Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration. Proven computer literacy, including MSWord, MSExcel and MSPowerPoint. Proven report writing and presentation skills. Extensive knowledge of: the Continuing Education and Training Colleges Act 16 of 2006 as amended, the General and Further Education and Training Quality Assurance Act (No. 58 of 2001) the sector regulatory and legislative framework as well as the Coltech administration system.

DUTIES: Implementation and managements of effective teaching and learning systems: Implement quality management systems, policies and processes for monitoring classroom practices, assessment, moderation and performance records. Identify training programs to be offered at the campus in accordance with the program qualification mix (PQM) of the college. Manage and monitor standardised vocational program offerings in accordance with national curriculum guidelines. Improve leadership and management of teaching and learning in the classroom (monitor quality of teaching). Lead and support designated staff to ensure that
learner entitlements are achieved and improved. Promote the effective use of information and learning technologies. Liaise with the academic program manager to facilitate a two-way exchange that facilitates academic performance and delivery. Oversee the effective implementation of theoretical, practical and workplace based learning components of programmes. Manage the accreditation of program offerings. Management of human resources at the campus: Development of fit-for-purpose job profiles of academic and support staff in collaboration with human resource department. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Ensure improved academic staff performance in classroom. Compile and evaluate extra-curricular activities according to prescribed policies and procedures for approval. Recommend appointments of staff to Central Office. Manage staff leave applications and attendance in consultation with human resource department. Facilitate and promote good working relationships among all staff member. Prevention and management of conflict at campus: Ensure implementation of policies and procedures for dispute resolution. Ensure development and implementation of effective and efficient contingency plans to manage staff and student unrest. Ensure progressive disciplinary process with regards to staff contraventions of policies and procedures of the college. Make provision for emergency and evacuation procedures. Establish and maintain security committee. Manage and monitor contract for security service providers. Establishment and management of partnerships with stakeholders: Initiate new partnerships, collaboration and communication with business institutions, social and political organisations and communities. Maintain communication with parents, guardians and sponsors concerning the behaviour and performance of learners. Oversee the overall marketing of programmes and services offered at the campus. Negotiate and secure student and staff placements with industry. Encourage guest learning and workplace exposure initiative. Engage with local business, industry, NGO’s and other stakeholders in alignment with the College Strategic Plan. Promote campus programme offerings. Management of campus infrastructure and facilities: Effectively manage and maintain all physical resources in the campus. Develop and implement systems for proper assets and stock management in the campus. Conduct regular stock and asset inspections and verifications. Approve all asset transfers and exchange among campuses according to prescribed policy and procedures. Implement Occupational Health & Safety policies. Monitor staff compliance to asset management policies and procedures. Development and implementation of good student support services: Manage and monitor good student support services at the campus. Ensure fair and decisive implementation and management of student disciplinary procedures. Source appropriate student material, equipment and other resource for improved teaching and learning. Identify student support need for curriculum and programmes. Identify possible workplace exposure and experience opportunities for both students and staff. Design, develop and manage efficient students' financial support systems and student accommodation. Strategic planning for good campus management: Ensure the alignment of Campus Operational Plans with the overall College Strategic Plan. Implement and manage short or long-term plans of the campus. Monitor the implementation of quality assurance policies and procedures, and ensure consistent reporting. Contribute to the audit review and monitoring process related to college objectives. Introduce and implement corrective measures on low scoring performance areas identified from the audit. Active participation in the compilation of policies and procedures of college governance. Ensure targets set in annual performance and operational plan are achieved. Management of campus systems and processes: Manage the overall consolidation of all operational activities on campus. Implement and manage effective institutional governance processes and procedures. Develop, maintain and monitor an effective integrated campus administration system. Establish a campus management committee according to policies, procedures and guidelines. Continuous delegation of responsibilities to academic and support staff to ensure effective and efficient campus operations. Quality management of all aspects of services delivered at the campus. Manage and monitor the quality of student data to ensure integrity and compliance to policy and guidelines. Close out non-conformances resulting from
Quality as well as Health and Safety audits. Lead and coordinate day-to-day management of campus operations. Provide inputs and recommendations to college management team and in committee meetings. Manage campus compliance with CET Act and other related legislation (EE, SDA, LRA, BCEA, OHSA and SAQA). Improve communication between management, unions, committees and Student Representative Council through regular engagements.

Campus financial management: Initiate, maintain and manage financial sustainability at the campus. Provide input to the compilation of the annual income, expenditure and capital budgets. Develop a draft campus budget in line Central Office guidelines. Monitor actual financial performance of the campus against budget. (Management information to be supplied monthly by Finance Unit). Implement and manage the approved campus budget and oversee the daily petty cash usage at the campus. Initiate financial cost savings through efficient utilisation of resources at campus. Endorse all campus procurement submissions in compliance with the SCM policy. Manage the bursary application process at campus level and ensure timeous submission to the Financial Aid Office. Recommend debtors refunds for approval at Central Office. Implement and manage college financial policy on student enrolments and registration at campus.

Manage the student debt book in terms of the debt management policy and ensure timeous collection. Ensure continuous, consistent reporting and management of financial expenditure for compliance with Treasury regulations. Performance Management: Meet deadlines relating to Supervisees’ performance contracts. Meet deadlines relating to Supervisees’ Quarterly performance reviews. Meet deadlines relating to Supervisees’ annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA’s) of Supervisees are aligned to the Department’s and College’s Strategic plan, Annual Performance. Ensure that all funded, filled and unfilled posts within one’s area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department; and Plan (APP) and Operational plan. Ensure there is at least one person living with a disability in a campus.

ENQUIRIES : Mrs JSM Smith at (035) 902 9511
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 & Festi streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 22 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 registerable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 23/08: DEPUTY DIRECTOR: RISK MANAGEMENT

Directorate: Strategic Planning, Performance Monitoring and Reporting.

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

CENTRE: Pretoria

REQUIREMENTS: Applicants should have appropriate three (3) years Bachelor’s degree (NQF) 7 or National diploma (NQF 6) preferably in Risk management/Auditing or related qualification. Experience: At least four (4) years relevant experience, of which two (2) years should be at salary level nine (9) or (ten) 10. In depth knowledge of the Public Sector Risk Management Framework; ISO 31000, COSO Framework; King Report on Corporate Governance. Understanding of PFMA, Treasury Regulations; Anti-fraud and corruption policies; business continuity strategies and procedures. Experience in identifying new risks and rolling out risk management methodology. A valid driver’s licence. Skills: Applied strategic and systems thinking project management, Computer literacy, planning and organisational, analytical, monitoring & evaluation, interpersonal & negotiation, problems solving, customer care skills. Sound understanding of government policy, general knowledge of government mandate and a keen interest in current and government affairs.

DUTIES: The successful incumbent will be required to develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies. Develop and facilitate the implementation of a fraud prevention plan and anti-corruption strategy. Facilitate the compilation of Strategic and Operational Risk registers. Develop and implement a business continuity policy for the department. Facilitate
the implementation of risk based combined assurance. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks. Assist in developing and rolling out an on-going risk management awareness programme throughout the department. Provide advice to management on issues related to risk management. Monitor and evaluate the departmental risk profiles and related action plans and report on such. Render administrative support to the Risk Management Committee and coordinate Risk Management Committee meetings. Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee. The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime when required.

ENQUIRIES

Ms K Sebati; Tel No: (012) 473 0123
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 Thenjiwe Gasa – Recruitment

CLOSING DATE: 25 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 details); 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-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 23/09: SENIOR OPERATIONS MANAGER: GPAA PROGRAM 2.1 REF NO: (SOM/PR2.1/2018/06-1P)

SALARY: R948 174 - R1 116 918 (all inclusive package)

CENTRE: Pretoria Office

REQUIREMENTS: A recognized B Degree or equivalent three-year qualification in Management, Operational Management and Customer Service (NQF level 7) as recognized by SAQA. A minimum of eight years demonstrated experience in the Operations Management field of which five years’ experience should be at a middle/senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage.
Administration and Management: Knowledge of managing the operations of Pension Administration. Customer and Personal Service: Knowledge of providing special services to customers (i.e. pensioner and other stakeholders) based on their needs. Law and Government Mechanism: Knowledge of Military Pensions law, Pension Law, Medical Schemes, Rules and the government administration. Personnel and Human Resources: Knowledge of staff management, especially staff coaching / mentoring and performance management. Mathematics/Stats: Knowledge of the statistics. Public Safety and Security: Knowledge of protecting people, data, and property. Economics and Accounting: Knowledge of producing, supplying, and using goods and services. Also includes knowledge of the methods for keeping accounting records liabilities, assets. Production and Processing: Knowledge of how resources are managed to supply products and services to customers. Computers and Systems: Knowledge of computer hardware and software that can be employed as enabling technology to integrate service and improve service delivery. Education and Training: Knowledge of teaching and the methods involved in learning and instruction. Measuring/Reporting and managing unit performance. Maintaining collaborative relationships. Understand the Employee Benefit industry. Setting standards and assuring quality. Ensuring lean operations (operational excellence). Making decisions and judging situations. Managing team performance. Influencing people and events. Planning and managing resources. Being a leader and a role model. Problem solving and analysis. Working towards an integrated service. Embracing continuous improvement. Dimension of the role: The Senior Operations Manager’s role is applicable to the following Units: Post-Retirement Medical Benefits, Injury on Duty, Military Pensions and General Administration. The Senior Operations Manager has more than 60 employees in Operations. Key Outputs: Develop and implement a strategic business plan for Post-Retirement Medical Subsidy Unit, Military Pensions and IOD Units. Establishing, implementing and managing production capacity to process all monthly transactions in a timely, complete and accurate manner. Cooperating with CRM to resolve client queries and provide information in a timely, complete and accurate manner to enable CRM to provide relevant feedback to clients. Ensure Risk and Audit Findings for the Units are mitigated and resolved. Assist the GM in managing the Service Level Agreement between GPAA and National Treasury. Manage critical Projects and Modernization Initiatives of the Units. Value Delivered: The Senior Operations Manager needs to ensure effective and efficient operational performance and service delivery to clients (i.e. pensioners, beneficiaries and other stakeholders), by minimizing operational risk and increasing organizational productivity and output. Programme 2.1 Operations and Finance Process: The following key operations and financial processes are applicable: Admission of Members/Applicants. Verification/Adjudication for eligibility. Payment of pensions and secondary benefits. Maintenance of Data. Payment of beneficiaries. Manage stakeholders. Manage unit performance. Reporting of Performance.

**DUTIES:**

The successful candidate will be responsible for the following functions and include, but not limited to: Client satisfaction: Ensure that mechanism and communication channels are designed and implemented to respond to second tier inquiries and complaints received via the various CRM channels, and the National Treasury. Lead and guide: Develop, implement and maintain a customer-centric operations strategy in conjunction with the General Manager, to provide relevant Operational capacity to handle all monthly transactions in a timely, accurate and complete manner. Develop, implement and monitor achievement of an effective Operations and Finance Business Plan and budget to support the achievement of Operations’ strategic objectives. Perform supply-demand planning and develop a production plan to ensure sufficient resources are in place, to timely meet service delivery demands / needs from pensioners, beneficiaries and stakeholders. Lead by example to embody the GPAA organisational values regarding working with employees, clients, stakeholders and fellow EB team members. Process Owner: Takes full responsibility for all aspects of being a Process Owner for Operations to develop, document, implement, maintain and improve processes, policies, standard operating procedures, training manuals and material, and guidelines. Cooperate with GPAA line managers to manage cross-functional dependencies between, CRM, Operations and Finance to ensure that back-office operations
provide relevant and timely service and information to the Call Centre, Walk-in-Centres and front-office operations to provide timely feedback on queries and complaints. Ensure that relevant training / development programmes (i.e. externally provided or/and internally developed) are in place to improve Operations’ functional skills, competence and performance output (i.e. training for processes, systems, policies and procedures). Ensure that operations staff is trained in Medical, Military Pensions and IOD Operations processes, systems, policies and procedures, and guidelines to improve client service delivery levels and outputs. Monitor operational compliance with applicable legislation, statutes, policies and rules of all the funds to ensure that Programme 2.1 is not exposed to any risk of non-compliance. Actively seek opportunities to continuously improve (i.e. optimise the efficiency and effectiveness) of all Operations process performance levels, to cooperate with the GM to work towards an integrated client service and automate manual processes where possible. Ensure that weekly cross-functional operational meetings are held between GPAA line managers (especially in EB Operations and CRM) to develop an integrated internal process that improves internal communication and cooperation. Monitor and control service delivery: Identify Operations service delivery gaps and challenges, perform root cause-analysis, define service delivery operational measures and targets, and implement remedial action strategies. Cooperate with the GM P 2.1, Chief Risk Officer, and Senior Manager Finance to develop and implement an appropriate operational risk management model to mitigate and minimise high-risk areas to acceptable levels. Set up formal SLA’s, KPI’s and targets for all areas in order to improve speed of production processing, throughput and handling of transactions by delivering and minimising transaction errors. Gather and track operation statistics to monitor daily, weekly and monthly overall Operations performance and quality of outputs to ensure that production targets are consistently achieved, and where problems occur, root cause analysis is performed to propose corrective actions. EB Operations systems: Cooperate with the COO, CFO, CRM GM and EB Operations and Finance GM to assess the need to maintain appropriate integrated Operations systems to improve the effectiveness and efficiency of service delivery to clients. Develop an effective internal control environment: Implement and maintain an effective system of internal controls, control environment and delegation of authority for Operations, to ensure that managers and staff are accountable for decisions made and work performed. Develop team-based performance culture: Develop and maintain a culture of operational excellence ensures client service turnaround times are improved. Develop and sustain a culture of high performance, professionalism and integrity in the delivery of services. Industry developments: Track industry developments and practices and identify and implement opportunities that will improve the effectiveness and efficiency of Operations.

ENQUIRIES:
Ms Thenjiwe Gasa Tel No: 012 319 1304

NOTE:
One Senior Manager: GPAA Program 2.1 position is currently available at the Government Pensions Administration Agency: Operations and Finance. This position will be filled permanently. The incumbent’s primary goal is to support the General Manager (GM) in achieving the Programme’s strategic goals. The Senior Operations Manager is responsible for the management, coordination, budget and oversight and reporting of all aspects of the Programme. A culture shift regarding the future mode of operations will have to take place in order for Operations to succeed. Continuous improvement and alignment of people to a future mode of operations will be critical. New processes, motivated people, constructive conflict handling, and developing of assertiveness of staff to handle change, will form the basis of sound delivery in terms of client expectations. Employment Equity targets for the post is African, White, 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: 25 June 2018, 12:00 noon.

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. Successful 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.

MANAGEMENT ECHELON

POST 23/10: GENERAL MANAGER: OPERATIONS AND PRODUCTION REF NO: (GPW18/44)

Permanent Position
(This is a Re-advertisement, candidates who previously applied and are still interested are required to apply)

SALARY: An all-inclusive salary package of R1 370 973 – R1 544 406 per annum (Level 15), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary, the remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Operations Management/Industrial Engineering/Business Management or equivalent qualification and a post graduate qualification (NQF level 8) or equivalent as recognised by SAQA, 6 to 10 years’ extensive experience in the management of operations and production functions, 8 to 10 years’ extensive experience at a senior management level, In–depth knowledge of printing / manufacturing operational processes and relevant legislation and policies. Key Competencies: Strategic capability and leadership, including strategic planning and management, Performance optimisation innovation, Client orientation and customer focus, People management and empowerment, Programme and project management, Knowledge and information
management, Problem solving and analysis, Policy analysis and development, Dealing with pressure and setbacks.

**DUTIES** : Provide strategic direction and ensure the strategic positioning of the branch responsible for the strategic management of Operations and Production functions (Research and Development, Management of Security and Non Security Printing, Production Planning Management and Equipment Maintenance), Ensure innovation and implementation on performance optimisation within the unit, Ensure proper stock management of manufacturing raw-products and finished goods, Ensure client order fulfilment through effective order tracking and customer feedback, Ensure compilation and achievement of operational budget with the corporate strategy, relevant policy and regulations, Ensure effective monitoring and reviewing production cost and efficiency levels within the different production lines, Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources, Ensure effective people management including the development and implementation of a skills development standard compliance pertaining to printing policies, legislations and regulations.

**ENQUIRIES** : Mr JJ Rossouw Tel No: (012) 748-6265
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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: 25 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.

OTHER POSTS

POST 23/11: PROJECT MANAGER (GTAC) – REF NO: G009/2018

Term: 3 Year Fixed Term Contract

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

CENTRE: Pretoria

REQUIREMENTS: A post graduate qualification in Project Management/Development Studies/Planning/Development Economics or equivalent qualification in Public or Business Administration/Financial and Project Management/Quality Management/ or related disciplines. At least 3 – 5 years’ experience as a Project Manager.

DUTIES: Project Initiation; define project scope, goals and deliverables that support business goals in collaboration with senior management and other stakeholders, form an appropriate core project team for the project, define the project management approach to be used on the project. Project Planning; work with the team to identify all the work required to fulfill the scope, create an integrated project schedule with assigned resources, create a project budget that reflects the cost of the project, make trade-offs between cost, scope, and time, obtain management approval of the project plan. Resources planning; estimate the resources and participants needed to achieve project goals, where required, negotiate with other unit managers for the acquisition of required personnel from within the Jobs Fund, determine and assess need for additional staff and/or consultants and make the appropriate recruitment if necessary during project cycle. Execution, Tracking, and Control; manage project schedule and task details utilizing project management tools such as reports, tracking charts, checklists, and project scheduling software, draft and submit budget proposals, and recommend subsequent budget changes where necessary, manage proposed changes to project parameters, creates project deliverables with the specified level of quality for the project sponsor, on time and within budget, by efficient coordination of project resources and good control of project activities, in order to satisfy the project objectives, plans, prepares, and maintains project schedules, by realistically estimating activity duration and risks, to meet the Jobs Fund standards, identify and manage project dependencies and critical path, track project milestones and deliverables, manages risk, issues, status, communication, planning, execution, and resources as it relates to the project in order to meet project needs, uses proper planning and monitoring techniques to control project costs, manages scope, schedule, and cost.
priorities for projects, between various stakeholder groups and within the project team, in order to resolve conflicts, creates and reviews project documentation and project reports in order to monitor and control project management processes and project deliverables, proactively manage changes in project scope, identify potential crises, and devise contingency plans, define project success criteria and disseminate them to involved parties throughout project life cycle, manages all project activities to align with the strategic direction of the Jobs Fund, maintains a minimum portfolio range of projects numbering between 3 (three) and 6 (six) projects at all times. Project Communication and Reporting; Facilitates meetings that may frequently involve a range of issues (e.g. financial procedures, regulatory requirements, actions involving outside agencies, interdivisional needs, etc.) for the purpose of identifying appropriate actions, communicate project expectations to team members and stakeholders in a timely and clear fashion, develop full-scale project plans and associated communications documents, develop and deliver progress reports, proposals, requirements documentation, and presentations, determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas. Project Administration; Ensure all project documentation (including filing) is completed in accordance with the Jobs Fund’s internal system, maintain a database of contracts pertaining to all Jobs Fund projects responsible for, in conjunction with project administration, ensure variations and extensions of time as well as other contract notices are identified, prepared and submitted in accordance with contract requirements, ensure project files and registers are up to date at all times, ensure all project variations are reviewed with the Head of Projects prior to issue to the client, keep the Head of Projects abreast of disputes relating to variations and disputes as they arise, ensure to assess and review schedule of works against program for the timely delivery of materials and subcontractors. Client Liaison; Prepares a wide variety of often complex materials (e.g. business proposals, marketing presentations, products and services brochures, official letters, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information, ensure issues/concerns that may arise with clients on the project are promptly addressed and corrected, ensure all requests for action by client are delivered by formal correspondence and in turn responded by formal correspondence in a timely manner, develop and maintain sound and co-operative working relationships with clients, follow up with clients in relation to submitted quotations / variations ensuring any discrepancies are promptly resolved with a view to securing work, respond promptly and professionally to all client concerns and enquires received ensuring that the Head of Projects is notified of any concerns / issues that are complex in nature, monitor confirmed variations with a view to ensuring that agreed time frames/ deadlines are being met. Investment Process; Ensure due diligence and FICA requirements are met, ensure applicants receive the ABC PIMP when required, ensure the submission of BCA according set timeframes, ensure the BC has been received on time, ensure terms are appropriately agreed with the JFP. Project Closeout; Manage the handover of project deliverables from the team to the customer and any supporting groups, hold a project review to capture lessons learned to pass along to future projects, conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements. People Management; Provides leadership and coaching for team members in order to foster professional development in project management, develop best practices and tools for project execution and management, ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively, determine and analyse training and development needs for managers and ensure they do the same for their teams, determine and analyse training and development needs for managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed, establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles, ensure that managers create effective workforce plans and recruitment demands plans for their areas, address poor performance of any team member through the formal
Performance Improvement process, pursue own development to increase personal effectiveness, acknowledging strengths and areas of development. Financial Management; Ensure that budget is spent cost-effectively, submit monthly budget status, ensure effective corporate governance within the PFMA as a basis, design and implement financial model and measures for the division, develop and adhere to correct financial Service Level matrices, ensure adherence to budgets and corrective action where required, continuously align budget and expenditure with strategic outlook of business unit, provide guidance, direction and support to management and staff on HR budget allocations and usage, monitor and manage the talent management budget.

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

POST 23/12: EVALUATION & LEARNING SPECIALIST: JOBS FUND (GTAC) – REF NO: G010/2018
Term: 3 Year Fixed Term Contract

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

CENTRE: Pretoria

REQUIREMENTS: Honours Degree in Development, Public Administration, Economics, Sociology, Monitoring & Evaluation and related fields. A Masters degree will be an added advantage. Minimum 6 years’ experience in designing and conducting project evaluations, measurement criteria, monitoring project performance, producing best practice guides and report writing. Work experience in a development agency, consulting firm or similar, with specific responsibilities for the conduct of project evaluations as well as project measurement and monitoring. Knowledge of measurement and evaluation frameworks deployed by development agencies. Experience in working on projects in the development sector. Knowledge and experience in evaluation approaches, design and execution will be an advantage. Knowledge and experience in collating, and analysing quantitative and qualitative data for reporting and dissemination.

DUTIES: Evaluation and Learning; develop and maintain an effective evaluation framework for the Jobs Fund portfolio of projects, advise projects, on project theories of change, measurement, evidencing, evaluation design and methodologies and dissemination; feeding back established good practice drawing from previous Jobs Fund and other relevant research work, assess project applications, at design, and advise Jobs Fund oversight and decision making bodies accordingly, conduct project evaluations, prepare case studies and conduct research, advise on and support project-led evaluations to ensure that their design is aligned with the JF evaluation framework, work with the Jobs Fund Team to develop protocols, tools and systems to collect, collate and analyse data in a coherent and participatory manner, refine, assess and document good development practice whilst actively engaging in data collection, audit and evaluation activities, package and disseminate evaluation findings and learnings to a broader audience through, inter alia, journal publications, manage a portfolio of projects, providing technical support to project teams and the projects, train internal and external stakeholders on the Jobs Fund evaluation framework, research findings and implications at both a project and portfolio level, document feedback and disseminate learnings from case studies, reviews and project evaluations, organise meetings, workshops and other discussion forums to establish a dialogue on evaluation design and results.

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

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

APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
FOR ATTENTION: Sub-directorate: Human Resources Management, Kimberley.
CLOSING DATE: 25 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 and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as attachments of recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POST


SALARY: R281 418 per annum
CENTRE: Provincial Office: Kimberley
ENQUIRIES: Mr. D Nyangiwe, Tel No: (012) 309 4049
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. Website: www.dpme.gov.za

FOR ATTENTION: Ms J Mchunu
CLOSING DATE: 22 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.

OTHER POSTS

POST 23/14: OUTCOME ASSISTANT REF NO: 063/2018
Outcome: Economy

SALARY: R417 552 – R491 847 per annum (Level 10) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or applicable with at least 5 years appropriate experience as an economist (M&E experience preferable) or related fields and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency.
and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

**DUTIES**

The successful candidate will be responsible to provide support to the Outcomes Facilitator: Economy to the MTSF process. This entails supporting the developing, reviewing and implementing of sector specific planning of the MTSF and NDP and prepare first draft reports; Provide support in undertaking and coordinating of sector specific research and support the implementation of the Socio-economic Impact Assessment System. (SEIAS). Provide support in the monitoring, evaluation and conducting of periodic reviews of sector specific performance. Assist in formulating intervention strategies and report accordingly and provide technical advice and support to governance structures and stakeholders. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

**ENQUIRIES**

Ms J Mchunu, Tel No: (012) 312-0462

**POST 23/15**

**SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS EMPLOYEE HEALTH & WELLNESS AND HR SPECIALIZED SERVICES**

**REF NO:** 064/2018

- Sub-Directorate: Labour Relations EHW & Specialised Services
- Centre: Pretoria
- **SALARY:** R281 418 – R331 497 per annum (Level 08) plus benefits
- **REQUIREMENTS:** A 3 year tertiary qualification (NQF 06) in Labour Relations/Human Resources Management/Development or equivalent with at least 5 years experience of which 3 years must be in Labour Relations/Employee Health and Wellness and 2 years at supervisory level. Must have Investigation, report writing, motivational, negotiation and advisory skills. Computer skills and analytical skills. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations. Drivers licence is a requirement.

**DUTIES**

The successful candidate will be responsible to render Labour Relations and Employee Health and Wellness services and HR Specialised Services. This entails Assisting in Developing or revising and facilitating the approval of LR and Employee Health and Wellness policies; Assisting in drafting policies, consulting employees and labour representatives and sensitizing employees about new policies – put on intranet, and conduct workshops. Advice managers and employees about LR and EHW prescripts and implement them; Handle grievances, acknowledge receipt of grievances and open and close files for grievances; Investigate or facilitate the appointment of investigation officers and assist in compiling and submitting investigation reports to the Executive Authority for approval. Notify the aggrieved parties about the outcome of the investigation; Refer grievances to the OPSC, and make a follow-up; Capture the grievances to the internal grievance statistics template and Persal and ensure adherence to the prescribed grievance time frames. Facilitation of misconduct cases as per disciplinary Code and Procedures; Facilitate collective Bargaining in the Department and promotion of Gender Mainstreaming within the Department.

**ENQUIRIES**

Ms J Mchunu, Tel No: (012) 312-0462.
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

APPLICATIONS: Applications can be submitted by clicking on the link to apply for the post above @ https://drdlr.erecruit.co/candidateapp/.. Browse.aspx.

CLOSING DATE: 22 June 2018 at 16:00

NOTE: DRDLR has a dual system where Applicants can apply online via the e-Recruitment System or manually submitting a Z83. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 23/16: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/186)
Directorate: Strategic Land Acquisition

SALARY: R779 295 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: KwaZulu-Natal (Ladysmith District)

REQUIREMENTS: Bachelor’s Degree/National Diploma in Agriculture, Agricultural Economics, Economics. 3 - 5 years management experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform (Land Tenants) Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Strategic thinking; Writing and communication; Strategic management. A valid driver’s licence (code 08).

DUTIES: Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor Implementation at the district. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of movable assets. Manage the identification and facilitation of land reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the SP and beneficiaries. Provide District land acquisition services. Manage the implementation on redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and the selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the agricultural Land Holdings
Policy Framework and State land lease and Disposals policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalisation business plans. Liaise with relevant stakeholders regarding recapitalisation projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and contracting-out. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic support to the black emerging farmers. Facilitate the provision of Co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

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


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

CENTRE: KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS: Bachelor Degree/National Diploma in Agricultural studies or equivalent qualification. An Honours Degree in Agricultural Economist will be an added advantage. 3-5 years’ management experience in a Public Service as Agricultural Development Officer or Agricultural sector. Job related knowledge: Departments policies, prescripts and practice pertaining to CRDP and RAPD; Land Reform policies and other related legislations; Understanding of various commodities e.g. Livestock, crop, sugarcane, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc; Corporate Governance. Job related skills: Project, conflict and financial management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Compute literacy. A valid driver’s license (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.

DUTIES: Coordinate planning, monitoring and reporting mechanisms of RAPD projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintainance of the RAPD Provincial projects database. Develop and implement recapitalisation and development programme (RAPD) related policies, systems and procedures within the province and District. Ensure the use of RAPD systems and procedures. Conduct workshops with relevant stakeholders to familiarise them developed systems and procedure. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RAPD and recruitment of strategic partners to advance provincial and District priorities. Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensure the development Cluster Value-Chain Integrated Model. Facilitate the implementation of the Cluster Value-Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

APPLICATIONS: Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlouv Street, Pietermaritzburg, 3200
NOTE: African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 23/18: PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/188)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)

CENTRE: KwaZulu-Natal (Port Shepstone)

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

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

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

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

Directorate: Operational Management

SALARY: R417 552 per annum (Level 10)

CENTRE: Mpumalanga (Witbank)

REQUIREMENTS: Bachelor’s Degree/National diploma in Development Studies/Agricultural Studies/Social Science. 3-5 years experience in restitution or land reform environment. Job related knowledge: Project management; Research methods and techniques; Community facilitation; Understand and interpret valuation reports for escalation; Land reform prescripts and policies. Job related skills: Presentation; Communication; Facilitation; Project and people management; Research; Analytical; Interpersonal relations; Report writing. A valid driver’s licence (code 08). Willingness to travel, to spend extended periods in the field and work irregular hours.


APPLICATIONS: Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200

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

POST 23/20: CONTROL GISc TECHNICIAN (REF NO: 3/2/1/2018/190) (X2 POSTS)
Directorate: Spatial Planning and Land Use Management Services

SALARY: R396 375 per annum (Salary in accordance with OSD for Engineers)

CENTRE: Eastern Cape (East London)

REQUIREMENTS: Undergraduate qualification in GISc field. 6 year post qualification experience. Compulsory registration with PLATO under the category GISc Technician. Job related knowledge: Legal and operational compliance; GIS implementation; Standards development; Policy formulation; GIS operational communication; Spatial modelling design and analysis knowledge; GIS applications; Technical consulting. Job related skills: Organisation; Process knowledge; Systems maintenance; GIS mobile device operating; Advanced computer literacy. A valid driver's licence (code 08).


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

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

Directorate: Operational Management

SALARY: R281 418 per annum (Level 08)

CENTRE: Mpumalanga (Nelspruit)

REQUIREMENTS: Bachelor's Degree/National diploma in the field of Commerce, Humanities, Agriculture and Development Studies, Town Planning or any other relevant qualification. 2-3 years experience in restitution and land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understand and interpret business plan; Thorough knowledge in land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project and contract management; Negotiation; leadership;
Communication; Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver’s licence (code 8) Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES**
Research, validate and verify the restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that restitution projects are included in municipalities integrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase, package land claims. Facilitate community participation in projects and write reports for submissions. Asses available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor and evaluate implementation of projects. Take responsibility for budgeting. Draw up detailed business plans. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.

**APPLICATIONS**
Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200

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

**POST 23/22**
**PRINCIPAL REGISTRY CLERK (REF NO: 3/2/1/2018/192)**
Office of the Surveyor General

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

**CENTRE**
Gauteng (Pretoria)

**REQUIREMENTS**
A Matric /Grade 12 Certificate. 3 years relevant experience. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate a computer; Understanding of legislation framework governing the public service; Storage and retrieval procedures in terms of working environment. Job related skills: planning and organisation; Computer literacy; Interpersonal relations; Flexibility; Communication (verbal and written). Team work. Working under pressure. Meeting deadlines.

**DUTIES**
Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render effective filing and record management services. Open and close files according to the record classification system. Filing/storage tracing (electronically/manually) and retrieve documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machine in relation to registry functions. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Conduct spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the post office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand deliver and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and classify the documents for archiving and disposal. Electronic scanning of files. Sort and classified files for archiving and distributions. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resource/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Maintains discipline.

**APPLICATIONS**
Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, Cnr Steve Biko and Stanza Bopape Street, Arcadia
NOTE: African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 22 June 2018, Time: 16h00

NOTE: Applications must be submitted on a Z83 form obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications and Identity Document. Candidates must not have previously served as Interns in the Public Service. Correspondence will be limited to successful candidates only and applications received after the closing date or faxed or emailed, will not be considered. The department reserves the right not to make an appointment.

ERRATUM: kindly note that the post of Administration Clerk: Production advertised in vacancy circular 22 dated 01 June 2018, the correct reference number is Ref No: 150618/18. For Enquiries: Mr. Gavin January, Tel No: 053 830 8800

INTERNSHIP PROGRAMME: 2018/19

The Department of Water and Sanitation invites unemployed South African graduates who are between the ages of 18-35 to apply for the 2018/19 Internship Programme. Graduates must be in possession of a National Diploma from a University of Technology or a Degree from a University. Candidates that have successfully completed all theoretical studies and are in need of experiential training portion of their studies in order to obtain their qualification are invited to apply. Candidates with disabilities are encouraged to apply.

OTHER POSTS

POST 23/23: INTERNSHIP PROGRAMME: EMPLOYEE RELATIONS (X3 POSTS) REF NO: 220618/01

The internship programme will run for twelve (12) months.

SALARY: Stipend: R100 000 per annum
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: National Diploma or Degree in Labour Relations.
ENQUIRIES: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS: 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

POST 23/24: INTERNSHIP PROGRAMME: RTC REF NO: 220618/02 (X5 POSTS)

The internship programme will run for twelve (12) months.

SALARY: Stipend: R100 000 per annum
CENTRE: Roodeplaat- Pretoria
REQUIREMENTS: Study Field: National Diploma or Degree in HRM/Public Administration/Office Management & Technology/Food Technology.
ENQUIRIES: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS: 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

POST 23/25: INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT REF NO: 220618/03 (X4 POSTS)

The internship programme will run for twelve (12) months.

SALARY: Stipend: R100 000 per annum
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: National Diploma or Degree in Human Resource Development/Management of Training.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : 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
POST 23/26 : INTERNSHIP PROGRAMME: RECRUITMENT AND SELECTION REF NO: 220618/04 (X4 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : 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
POST 23/27 : INTERNSHIP PROGRAMME: CAREER MANAGEMENT REF NO: 220618/05 (X1 POST)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in HRM/Public Administration.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : 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
POST 23/28 : INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: 220618/06 (X5 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : 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
POST 23/29 : INTERNSHIP PROGRAMME: FINANCE REF NO: 220618/07 (X5 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Finance.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : 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
POST 23/30: **INTERNSHIP PROGRAMME: AUXILIARY SERVICES REF NO: 220618/08 (X6 POSTS)**
The internship programme will run for twelve (12) months.

**SALARY**: Stipend: R100 000 per annum  
**CENTRE**: National Office- Pretoria  
**REQUIREMENTS**: Study Field: National Diploma or Degree in Administration/Public Administration.  
**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431  
**APPLICATIONS**: 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

POST 23/31: **INTERNSHIP PROGRAMME: EASTERN CAPE REF NO: 220618/09 (X8 POSTS)**
The internship programme will run for twelve (12) months.

**SALARY**: Stipend: R100 000 per annum  
**CENTRE**: Eastern Cape  
**REQUIREMENTS**: Study Field: National Diploma or Degree in Information Technology/Finance/HRM/Public Administration.  
**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431  
**APPLICATIONS**: 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

POST 23/32: **INTERNSHIP PROGRAMME: GAUTENG REF NO: 220618/10 (X1 POST)**
The internship programme will run for twelve (12) months.

**SALARY**: Stipend: R100 000 per annum  
**CENTRE**: Gauteng  
**REQUIREMENTS**: Study Field: National Diploma or Degree in HRM/Public Administration.  
**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431  
**APPLICATIONS**: 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. P.S Nevhorwa

POST 23/33: **INTERNSHIP PROGRAMME: LIMPOPO REF NO: 220618/11 (X4 POSTS)**
The internship programme will run for twelve (12) months.

**SALARY**: Stipend: R100 000 per annum  
**CENTRE**: Limpopo  
**REQUIREMENTS**: Study Field: National Diploma or Degree in Information Technology/HRM/Finance and Public Administration.  
**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431  
**APPLICATIONS**: Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 9506, Polokwane, 0700 or Hand Deliver to Azmo Place Building Department of Water and Sanitation, 49 Joubert Street, Corner Thabo Mbeki &Joubert Streets, Azmo Place Building (Registry Office 4th floor).  
**FOR ATTENTION**: Mr. M.P Makgakga, Tel No: 015 – 290 1386
POST 23/34 : INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 220618/12 (X4 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : Mpumalanga
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology/ Finance/Public Administration.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 11259 Mbombela, 1200 or hand deliver at Prorom Building, Corner of Brown and Paul Kruger Streets, Mbombela.
FOR ATTENTION : Mr MJ Nzima

POST 23/35 : INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO: 220618/13 (X1 POST)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : Northern Cape
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : The Provincial Head, Department of Water and Sanitation, Postal is: Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley.
FOR ATTENTION : Mr J Mashele

POST 23/36 : INTERNSHIP PROGRAMME: FREE STATE REF NO: 220618/14 (X4 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : Free State
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology/ HRM/ Finance/Public Administration.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : Please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor, Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein.9300.
FOR ATTENTION : Ms L Ntja

POST 23/37 : INTERNSHIP PROGRAMME: KWA-ZULU NATAL REF NO: 220618/15 (X1 POST)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : Kwa-Zulu Natal
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology.
ENQUIRIES : Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431
APPLICATIONS : Please forward your applications quoting the reference number to: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban.
FOR ATTENTION : Ms S Mbongwa

POST 23/38 : INTERNSHIP PROGRAMME: NORTH WEST REF NO: 220618/16 (X3 POSTS)
The internship programme will run for twelve (12) months.

SALARY : Stipend: R100 000 per annum
CENTRE : North West
**REQUIREMENTS**: Study Field: National Diploma or Degree in HRM/Finance/Information Technology.

**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431

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

**FOR ATTENTION**: Mr MJ Ntwe

**POST 23/39**: INTERNSHIP PROGRAMME: WESTERN CAPE REF NO: 220618/17 (X5 POSTS)
The internship programme will run for twelve (12) months.

**SALARY**

Stipend: R100 000 per annum

**CENTRE**

Western Cape

**REQUIREMENTS**

Study Field: National Diploma or Degree in Information Technology/HRM/HRD/Communication/Public Administration.

**ENQUIRIES**: Ms Bapela Tel No: 012 336 8980 or Ms Tau Tel No: 012 336 7468 or Ms Kupa Tel No: 012 336 8229 or Ms Bokaba Tel No: 012 336 7431

**APPLICATIONS**: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blackenberg Road, and Bellville.

**FOR ATTENTION**: Mr. B. Saki
ANNEXURE M

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

The Department of Rural Development and Agrarian Reform in the Eastern Cape is an equal opportunity, affirmative action employer. Females and people with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS
Post to: Head Office: The Director: Corporate Services Admin Support, Department of Rural Development and Agrarian Reform, Private Bag X0040, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 1103, Dukumbana Building, Independence Avenue, Bhisho.

CLOSING DATE
22 June 2018

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

MANAGEMENT ECHELON

POST 23/40
DIRECTOR: CORPORATE ADVISORY SERVICES (REF NO: DRDAR 01/06/2018)

SALARY
An all-inclusive remuneration R948 174 – R1 116 918 (Level 13)

CENTRE
Bhisho

REQUIREMENTS
A qualification at NQF level 7 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Social Sciences. A postgraduate qualification at NQF 8 in Public Administration/ Social Sciences will be an added advantage. At least 5 years’ relevant experience at middle management / MMS / Deputy Director Level. Proven leadership, strategic management, and financial management and people management skills. Excellent administrative, coordination and organizational skills. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

DUTIES
Develop and maintain the departmental human resource development strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Develop and facilitate the implementation of skills development strategy. Coordinate design efforts and integration process across disciplines and ensure seamless integration with HR utilisation and development, occupational health and safety, employee wellness and Performance Management Development System (PMDS). Manage the allocated resources in line with
legislative framework and comply with corporate governance and planning imperatives. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. Financial and human resource management. Ensure the management of funds to meet the MTEF objectives within the corporate advisory services.

**ENQUIRIES** can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**OTHER POSTS**

**POST 23/41**

**SCIENTIFIC MANAGER: HORTICULTURE (REF NO: DRDAR 08/06/2018)**

**SALARY**

An all-inclusive remuneration OSD package R805 806 (Level OSD)

**CENTRE**

Dohne

**REQUIREMENTS**

An appropriate qualification of MSc Agric. majoring in Fruit / Vegetable / Medicinal / Essential oils. Proof of registration with SACNASP as a professional Natural Scientist. Five years post qualification experience in scientific environment. Proven ability to publish in Scientific Journals and present in both International and National Scientific Platforms. Proven record to supervise and develop subordinates to present in Scientific Platforms. Knowledge of Scientific methodologies and models, national policies, legislations as well as norms and standards dealing with natural agricultural resources. A valid driver's license is essential. Candidates will be subjected to competency assessment.

**DUTIES**

The incumbent will be responsible for develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory framework, apply appropriate scientific models to generate information. Research and development, keep up with new technologies and procedures, conduct basic and applied research. Human capital development, supervise scientific work and process.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/42**

**DEPUTY DIRECTOR: ENTREPRENEURIAL DEVELOPMENT (REF NO: DRDAR 02/06/2018)**

Re- Advertisement

**SALARY**

An all-inclusive remuneration R779 295 – R917 970 (Level 12)

**CENTRE**

Chris Hani District

**REQUIREMENTS**

A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. At least five (5) years’ relevant experience, of which at least three (3) years must be at Assistant Director Level. Intensive knowledge of Agriculture, Marketing and Production Economics. Good interpersonal and communication skills. Ability to perform at both strategic and operational level. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

**DUTIES**

Provide economic, marketing and statistical services in the department. Conduct, implement and promote agricultural economic activities. Facilitate the economic operation of agricultural markets. Collect, collate and analyze statistical data. Develop and maintain a database of statistical data/information. Render advisory services to farmers and promote economic viable projects.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**NOTE**

Candidates who have previously applied for the post need to reapply.

**POST 23/43**

**DEPUTY DIRECTOR: VETERINARY SERVICES (REF NO: DRDAR 07/06/2018)**

**SALARY**

An all-inclusive remuneration R779 295 (Level 12)

**CENTRE**

Chris Hani District

**REQUIREMENTS**

An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver’s license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA
and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

**DUTIES**

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/44**
**DEPUTY DIRECTOR: FINANCE (REF NO: DRDAR 03/06/2018)**

**SALARY**
An all-inclusive remuneration R657 558 – R774 576 (Level 11)

**CENTRE**
Alfred Nzo District

**REQUIREMENTS**
A qualification at NQF 6 with Financial Accounting as a major subject. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Ability to interact at both strategic and operational level. Knowledge and an understanding of Public Finance Management Act, Treasury Regulations, MTEF budgeting system, Financial Administration in Public Service and Transversal Systems i.e. PERSAL and BAS. Applied strategic thinking, planning and organizing, project management, diversity management, budgeting and financial management. Continuous improvement, problem solving and decision-making, client orientation and customer focus, communication and information management. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

**DUTIES**
Prepare the relevant main budget and adjustment estimates. Support the relevant Line Senior Management in the execution of their function in terms of the PFMA Code of budgeting on the system. Perform capturing and cash flow management (projections). Develop and maintain financial systems and operations relating to financial management. Manage and report on conditional grants. Prepare the appropriation account and financial statements. Managing staff, budget and assets.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/45**
**DEPUTY DIRECTOR: COORDINATION (REF NO: DRDAR 04/06/2018)**

**SALARY**
An all-inclusive remuneration R657 558 – R774 576 (Level 11)

**CENTRE**
Alfred Nzo District

**REQUIREMENTS**
A qualification at NQF 7 in Agriculture / Developmental Studies. At least 5 – 8 in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level / Control ADT. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

**DUTIES**
Co-ordinate agricultural and rural development activities within local municipality. Co-ordination, facilitation, alignment and integration of development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate at local municipality IGR Forums. Co-ordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
POST 23/46: DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY
(REF NO: DRDAR 06/06/2018)

SALARY: An all-inclusive remuneration R657 558 – R774 576 (Level 11)

CENTRE: Head Office

REQUIREMENTS: A three (3) year Diploma in IT / NQF Level 6 or related field. Professional qualifications in A+, Microsoft Certification, ITIL and CCNA (Cisco Certified Network Associates). Minimum three years’ experience at Assistant Director Level in similar environment. Experience in planning, designing, deploying and maintaining storage /servers and network solutions using Microsoft technology; Deploying and managing desktop, virtual and software updates; Configuring Advanced Windows Server Services; Installing and Configuring Windows Server. In depth knowledge of legislative framework that governs the Public Service. Knowledge and application of legislative framework, policies that govern the skills development. A valid driver’s license is essential. Ability to supervise and manage staff. Good interpersonal skills, verbal and written communication skills. Candidates will be subjected to competency assessment.

DUTIES: Coordinate the design, development and maintenance of ICT Infrastructure. Design, Development and monitoring of VCS and UCS Infrastructure. Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Monitor the IT infrastructure and related events; Maintain measures for protection against environmental factors in ICT facilities. Coordinate the provision of ICT infrastructure, cabling installations and Network designs for the department. Implementation of ICT policies & standard operating procedures on ICT hardware acquisition & service requests by departmental users in line with ICT Plan & ISS documents. Manage and Control of ICT Infrastructure Assets: Establish and maintain a logical model of the services, assets and infrastructure and how to record configuration items; Establish and maintain a configuration management repository and create controlled configuration baselines; Define and produce configuration reports on status changes; periodically verify repository for completeness and correctness of ICT Asset register. Manage and Monitor the Implementation of Information Security Policy and Procedures: Oversee protection against malware, network, endpoints, and all forms of connectivity; Oversee management of ICT user identity and logical access; Monitor the infrastructure for security-related events. Manage ICT Continuity: Develop, maintain changes, test an ICT Continuity policy, plan and procedures; Maintain availability of business-critical ICT services and electronic information; Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of services after a disruption.

ENQUIRIES can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/47: STATE VETERINARIAN (REF NO: DRDAR 09/06/2018) (X6 POSTS)

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

CENTRE: Chris Hani District (X3 Posts)
Western District (X3 Posts)

REQUIREMENTS: An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver’s license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.


SALARY: An all-inclusive remuneration R549 639 (Level OSD)
CENTRE: Alfred Nzo District
REQUIREMENTS: A qualification at NQF level 7 in Agriculture having majored in Livestock/Pasture Science. Compulsory registration with SACNASP as a Professional scientist. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis.
DUTIES: Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.


SALARY: An all-inclusive remuneration R549 639 (Level OSD)
CENTRE: Alfred Nzo District
REQUIREMENTS: A qualification at NQF level 7 in Agriculture having majored in Soil Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver’s license is essential.
DUTIES: Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/50: PRODUCTION SCIENTIST (GRADE A): AQUACULTURE SCIENCE (REF NO: DRDAR 12/06/2018)

SALARY: An all-inclusive remuneration R549 639 (Level OSD)
CENTRE: Dohne
REQUIREMENTS: A qualification at NQF level 7 (BSc Hons) in Natural Sciences (Zoology, Fisheries Science, Marine Biology & Ichthyology). Qualification at NQF 8-10 will be added advantage. 3 years’ post-qualification experience in applied freshwater or marine aquaculture production. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The following technical and generic competencies are required: Program and project...
management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, policy development and analysis, presentation skills, mentoring, decision making, networking, computer literacy, conflict management, problem solving and analysis. A valid driver’s license is essential.

**DUTIES**: Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

**ENQUIRIES**: can be directed to Ms K Mngxekoza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/51**: ASSISTANT DIRECTOR: RESEARCH & TRAINING (REF NO: DRDAR 16/06/2018)

**SALARY**: R417 552 (Level 10)

**CENTRE**: Mpolo Training Centre

**REQUIREMENTS**: A qualification at NQF level 7 in Agriculture (Animal Production) with 5 years’ relevant experience of which 3 years must be at supervisory level. A clear understanding of research methodology, AET Strategy of 2005, departmental strategic plan, branch Annual Performance Plan and Food Security. Infrastructure development programmes of the department, good presentation, facilitation and research skills, sound knowledge of the relevant policies and legislations in the Public Service. Advanced computer skills are essential. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

**DUTIES**: Conduct research, ongoing facilitation / advice / liaising with farmer groups and AET service providers in the agriculture sector. Design and develop training and assessment tools. Develop a farmer / beneficiary data base per municipality and data analysis. Facilitate the development of training plans for agricultural project beneficiaries. Capture, assess and rollout training plans. Coordinate and provide secretarial services for the Institution mentoring Committee.

**ENQUIRIES**: can be directed to Ms K Mngxekoza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/52**: ASSISTANT DIRECTOR: SCM (REF NO: DRDAR 13/06/2018)

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

**CENTRE**: Alfred Nzo District

**REQUIREMENTS**: A qualification at NQF level 6 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years’ experience in Supply/Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.


**ENQUIRIES**: can be directed to Ms K Mngxekoza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
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<tr>
<th>POST 23/53</th>
<th>ASSISTANT DIRECTOR: SCM (REF NO: DRDAR 15/06/2018)</th>
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<tr>
<td>SALARY</td>
<td>R334 545 (Level 09)</td>
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<td>CENTRE</td>
<td>Mpofo Training Centre</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A qualification at NQF level 6 in Supply Chain Management, Accounting/ Business Management with 3-5 years’ experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing &amp; facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.</td>
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<tr>
<td>DUTIES</td>
<td>Responsible for effective and efficient Procurement Services, Fleet Management services and Logistics. Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of the departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.</td>
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<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.</td>
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<tr>
<th>POST 23/54</th>
<th>ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION (REF NO: DRDAR 17/06/2018)</th>
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<tr>
<td>SALARY</td>
<td>R334 545 (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<td>REQUIREMENTS</td>
<td>A qualification at NQF level 6 in Labour relations / Forensic Investigation / BCOM Law. Three years’ relevant experience in the anti-corruption field. Three years’ relevant experience of which two years must at supervisory level in anti-corruption or fraud prevention services / labour relations. Knowledge of Anti-corruption prescripts. Relationship management skills, business process analysis skills, negotiation skills, planning and organizing, problem solving, decision making, written and verbal communication skills. Valid driver’s license is essential. Candidates will be subjected to a competency assessment.</td>
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<td>DUTIES</td>
<td>Implement proactive actions that prevent fraudulent opportunities. Compile research objectives and business plan for anti-corruption and anti-fraud. Develop better systems over complete spectrum of Anti-fraud. Collect, process and manage information to activate investigation process. Direct and manage fraud investigation. Liaise internally / externally with stakeholders and manage fraud related information. Direct research and development of fraud trends and counter measures. Establish and maintain links with other agencies to share information and develop joint culture of combating fraud. Assist in compiling research objectives and programmes for training. Continuous improvement quality of anti-corruption and anti-fraud processes and procedures. Oversee the establishment of the system for screening of prospective employees as prescribed by DPSA. Manage information and all available resources.</td>
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<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.</td>
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<tr>
<th>POST 23/55</th>
<th>ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: DRDAR 18/06/2018)</th>
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<tr>
<td>SALARY</td>
<td>R334 545 (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A qualification at NQF 6 in Risk Management/ Accounting/ Internal Auditing. At least two to three years’ relevant experience of which 1 year must be at supervisory level. Knowledge of Public Service, Understanding of Regulatory Framework for Public Service, PFMA, Public Service Regulations, Treasury Regulations, Public</td>
</tr>
</tbody>
</table>
Sector Risk Management Framework and other relevant prescripts in relation to Risk Management. Good understanding / knowledge of governance practices, internal control systems and ability to monitor risk management activities / programmes. Knowledge of corporate governance requirements. Enterprise risk management concepts, frameworks and methodology. Communication skills (written and verbal). Computer literacy. Analytical, Interpersonal, Problem Solving, Interviewing and Leadership skills. Ability to build effective relationships with other risk management performing functions, such as disaster management, health and safety, compliance, fraud prevention, etc. Ability to work with Microsoft software package. Valid driver’s license is essential.

**DUTIES**: Developing in consultation with management, the Department’s Enterprise Risk Management Framework incorporating, inter alia, the Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, risk identification and assessment methodology and risk classification. Assist in providing support on risk management by communicating the risk management framework to all stakeholders in the Department and monitoring its implementation. Assist with the development and adherence to risk management processes. Facilitating orientation and training for the Risk Management Committee. Continuously driving risk management to higher levels of maturity. Monitor and evaluate the effectiveness of the risk management by collating, interpreting and analysing the results of risk treatment strategies to extract risk intelligence.

**ENQUIRIES**: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/56**: OFFICE MANAGER TO CHIEF DIRECTOR: SUSTAINABLE RESOURCE & ENTR DEV AND RESEARCH & TECH DEV (REF NO: DRDAR 19/06/2018) (X2 POSTS)

**REQUIREMENTS**: A qualification at NQF level 6 in Office Management, Management Assistant, Management, and Commercial Administration. At least 3-5 years’ relevant experience in office management and providing support to SMS level. Ability to interact at strategic and operational level. Knowledge of Departmental strategic goals. Knowledge of the Public Service Regulatory Framework, Strategic thinking and leadership skills. Project Management, research and negotiation skills, Creative and analytical, problem solving and decision making. Conflict management, accuracy and attention to detail, understanding confidentiality in government, report writing, high level of interpersonal skills, communication (oral and written) skills. Computer literacy (MS Office, intranet and internet); presentation skills; customer service orientation. Ability to work independently, yet as part of a team when required, work under pressure, and meet deadlines. Professionalism, policy analysis and implementation. Financial management. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

**DUTIES**: Provide support to the Chief Director in decision making and planning. Attend to correspondence. Monitor and track business objectives. Oversee the office’s activities and resources. Provide effective people management.

**ENQUIRIES**: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/57**: SENIOR AGRICULTURAL ADVISOR (REF NO: DRDAR 21/06/2018) (X8 POSTS)

**REQUIREMENTS**: A qualification at NQF level 7 in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years’ appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project
Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

DUTIES: Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/systems. Perform administrative and related functions.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/58: AGRICULTURAL ADVISOR (REF NO: DRDAR 22/06/2018) (X13 POSTS)

SALARY: R281 418 – R331 497 (Level 08)
CENTRE: Mpolu Training Centre

REQUIREMENTS: A minimum qualification at NQF level 7 in Agriculture. Proof of registration with SACNASP. Self-management, People management, Change management, conflict management, customer focus and responsiveness, planning and organizing, communication, presentation and Interpersonal skills. Computer skills. A valid driver’s license is essential. Candidates will be subjected to a competency assessment.

DUTIES: Performs the operational technical role for the academic department relating to practical coordination and farm skills, focusing on farms, feedlots and abattoirs/slaughtering facilities as well as undertake research activities under the guidance of senior staff members. Network with key players in the industry, suppliers, government, NGOs and research establishments towards supporting the academic programme. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/59: ANIMAL HEALTH TECHNICIAN (REF NO: DRDAR 23/06/2018) (X12 POSTS)

SALARY: R281 418 (Level 08)
CENTRE: All Districts

REQUIREMENTS: An appropriate NQF Level 6 qualification in Agriculture with a minimum relevant experience of two years. Supervisory experience will be added advantage. A valid driving license is essential. Candidates will be subjected to a competency assessment.

DUTIES: The successful candidate is expected to plan and implement disease control. Measures, which would, entail Administering of vaccinations for animal diseases, Collect specimens, examine and dispatch samples with regard to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal health diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, entail Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, and border posts. Provide extension services on animal health to animal owners.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
POST 23/60: FARM MANAGER (REF NO: DRDAR 24/06/2018)

SALARY: R281 418 (Level 08)
CENTRE: Dohne
REQUIREMENTS: An appropriate NQF Level 6 qualification in Agriculture with a minimum relevant experience of two years. Supervisory experience will be added advantage. A valid driving license is essential. Candidates will be subjected to a competency assessment.

DUTIES: Run a farm complex, cultivate crops and care of livestock. Erection and maintenance of farm structure. Maintain farm equipment. Prepare lands, budgeting and keeping farm records.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.


SALARY: R267 756 (OSD)
CENTRE: Mpofu Training Centre
REQUIREMENTS: A relevant qualification at NQF 6 and Trade Test Certificate. A minimum of 1-year experience is an Artisan. Good writing and verbal communication skills. Ability to work under pressure. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

DUTIES: Supervision of Artisan. Produce designs according to client specification and within limits of Production Capability. Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/62: CANDIDATE GIS TECHNICIAN (REF NO: DRDAR 20/06/2018)

SALARY: R236 472 – R250 986 (Level OSD)
CENTRE: Dohne
REQUIREMENTS: A qualification at NQF level 6 in GISc, Cartography or relevant qualification. Registration with SA Council for Professional and Technical Surveyors (PLATO) as a candidate GIS Technician. Good writing and verbal communication skills. A valid driver’s license is essential. Programming language will be added advantage. Candidates will be subjected to competency assessment.

DUTIES: Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement rational/ objective database. Produce customised maps to meet clients’ needs. Advice on GISs projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISs forums. Maintain GISc unit effectiveness by way of maintenance of GISs tool, training of End-users on basic GISc skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licences and documentation of GISc process.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/63: CANDIDATE ENGINEERING TECHNICIAN (REF NO: DRDAR 21/06/2018) (X6 POSTS)

SALARY: R236 472 – R250 986 (Level OSD)
CENTRE: All Districts
REQUIREMENTS: A qualification at NQF level 6 in Agriculture/ Civil Engineering. Proof of registration with ECSA as a Candidate Engineering Technician. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills.
Computer literacy. Ability to work under pressure. Good interpersonal skills. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

**DUTIES**
- Evaluation of business proposals and preparation of relevant feasibility reports.
- Planning and design of agricultural infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including detailed designs, specifications and drawings for tender documents in line with CIDB regulations. Construction management and supervision. Attend meetings and writing reports. Advising farmers on the management and maintenance of infrastructure.

**ENQUIRIES**
- can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/64**
- **SYSTEM ADMINISTRATOR (REF NO: DRDAR 27/06/2018)**

**SALARY**
- R226 611 (Level 07)

**CENTRE**
- Head Office (Bhisho)

**REQUIREMENTS**
- A certificate in A+ and Network+ accompanied by at least 2-3 years’ relevant work experience in IT environment. A qualification at NQF 6. Experience in Network Troubleshooting, Routers, Hubs and Switches. Experience in Government Systems will be added advantage. Good interpersonal skills, verbal and written communication skills. A valid driver’s license will be an added advantage.

**DUTIES**
- Install, upgrade and monitor software and hardware. Maintain operating systems, business applications, security tools, email, PCs, Local and Web Area Network. Maintain both hardware and software and mid-range server hardware. Assist with protecting system by defining access privileges, control structures and resources. Render problems by identifying abnormalities and reporting violations. Keep users informed by communicating system status. Maintain quality service by following departmental security standards.

**ENQUIRIES**
- can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/65**
- **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (REF NO: DRDAR 28/06/2018)**

**SALARY**
- R226 611 (Level 07)

**CENTRE**
- OR Tambo District

**REQUIREMENTS**

**DUTIES**
- Compile weekly cash flow for the department. Co-ordinate the supporting documentation for the preparation of the weekly cash flow. Submitting the weekly cash flow for signature and to Provincial Treasury. Prepare journals related to cash and banking. Maintain files for all cash and banking journals. Prepare annual and interim financial statements (AFS/IFS) for the department. Compile working paper files for the AFS and IFS. Assist with the submission of AFS and IFS at Provincial Treasury.

**ENQUIRIES**
- can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/66**
- **PERSONAL ASSISTANT: AET (REF NO: DRDAR 29/06/2018)**

**SALARY**
- R226 611 (Level 07)

**CENTRE**
- Head Office (Bhisho)

**REQUIREMENTS**
- A qualification at NQF level 6 in office management/secretarial studies. At least 3 years’ experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people’s
person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver’s license will be an added advantage.

DUTIES: Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors’ appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.

ENQUIRIES: can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/67: ARTISAN: ELECTRICAL (GRADE A) (REF NO: DRDAR 31/06/2018)

SALARY: R167 778 (OSD)
CENTRE: Head Office (Bhisho)

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/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: 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 K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/68: ARTISAN: PLUMBER (GRADE A) (Ref NO: DRDAR 32/06/2018)

SALARY: R167 778 (OSD)
CENTRE: Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS: Appropriate Trade Test Certificate. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills: Problem solving and analysis; Communication; Decision making; Team work. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

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/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: 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 K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/69: HUMAN RESOURCE OFFICER: PROVISIONING (REF NO: DRDAR 26/06/2018)

SALARY: R152 862 (Level 05)
CENTRE: Tsolo Agriculture and Rural Development Institute (TARDI)
**REQUIREMENTS**
A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver’s license will be an added advantage.

**DUTIES**
Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/70**
ADMIN CLERK (REF NO: DRDAR 33/06/2018)

**SALARY**
R152 862 (Level 05)

**CENTRE**
Joe Gqabi District

**REQUIREMENTS**
A qualification at NQF level 6 with 1-year relevant experience. Good writing and verbal communication skills. Ability to work under pressure. Computer literacy. A valid driver’s license will be an added advantage. Candidates will be subjected to a competency assessment.

**DUTIES**
Maintain records and perform administrative tasks. Coordinate and prepare routine complex correspondence in respect of a variety of related matters.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/71**
REGISTRY CLERK (REF NO: DRDAR 34/06/2018)

**SALARY**
R152 862 (Level 05)

**CENTRE**
Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**
A qualification at NQF level 6 in Records Management or equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver’s license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment.

**DUTIES**
Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment’s fax machines and photocopy machines with the District Office.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/72**
DRIVER EXTRA-HEAVY (REF NO: DRDAR 36/06/2018)

**SALARY**
R152 862 (Level 05)

**CENTRE**
Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**
Minimum of Grade 10, Grade 12 will be added advantage. A Valid Driver’s Licence Code 14 with PDP. Three years’ previous experience as a Driver in this code. Good understanding of routes in between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to compulsory driving competency test.
**DUTIES**

Driving of state vehicles including buses and trucks. Routine maintenance of vehicles, garaging of vehicles and timely reporting of defects. Keep records and goods handled.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/73**

**TRACTOR DRIVER (REF NO: DRDAR 40/06/2018) (X3 POSTS)**

**SALARY**

R127 851 (Level 04)

**CENTRE**

Dohne

Mpofu Training Centre

**REQUIREMENTS**

Grade 10, Grade 12 will be an added advantage. Driver’s Licence Code 8 or Code 10. Basics of tractor maintenance. Previous relevant work experience of two years driving tractors. Candidates will be subjected to a competency assessment.

**DUTIES**

Driving of tractor with the purpose of ploughing/ cultivating land, cutting grass, loading instruments and equipment.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/74**

**COMMUNITY ANIMAL HEALTH WORKER (REF NO: DRDAR 37/06/2018) (X12 POSTS)**

**SALARY**

R107 886 (Level 03)

**CENTRE**

All Districts

**REQUIREMENTS**

Minimum of Grade 12 and related experience to dipping functions. Animal health experience will be added advantage. Candidates will be subjected to a competency assessment.

**DUTIES**

Count and record cattle for dipping. Ensure that water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/75**

**SECURITY OFFICER (REF NO: DRDAR 39/06/2018)**

**SALARY**

R107 886 (Level 03)

**CENTRE**

Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**

An NQF Level 4 qualification (Grade 10). Grade 12 (NQF 5) will be an added advantage. Proof of Grade A / B security training. Registration with SIRA. Basic security officer’s course. At least 4 years’ security experience. A valid driver’s license. Sound interpersonal relations. Ability to organise and control security operations without supervision. Computer literacy. Experience in coordinating Security Guards.

**DUTIES**

Determine whether visitors have appointments and the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents / cards as required. Escort visitors to relevant employees / venues where required. Lock and unlock entrances. Identify suspicions conduct. Ensure that unauthorised persons and objects do not enter the building / premises. Supervise Security Guards. Liaising with management, SAPS and related bodies on security matters.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/76**

**FARM AID (REF NO: DRDAR 38/06/2018) (X12 POSTS)**

**SALARY**

R90 234 (Level 02)

**CENTRE**

Tsolo Agriculture and Rural Development Institute (TARDI)

Dohne
Mpofu Training Centre

**REQUIREMENTS**
Minimum of Grade 12 and related exposure to farming functions. Candidates will be subjected to competency assessment.

**DUTIES**
Rendering support necessary for effective operation of a farm.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/77**
SECURITY GUARDS (REF NO: DRDAR 41/06/2018) (X9 POSTS)

**SALARY**
R90 234 (Level 02)

**CENTRE**
Tsolo Agriculture and Rural Development Institute (TARDI) Dohne

**REQUIREMENTS**
A qualification equivalent to Grade 10. Grade 12 will be an added advantage. Grade C security training. Registration with SIRA. Candidates will be subjected to competency assessment.

**DUTIES**
Operational application of prescribed measures for purposes of protection and safeguarding of buildings and premises against unauthorised entry and malicious damage. Application of fire combating and prevention measures.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/78**
DRIVER (REF NO: DRDAR 42/06/2018)

**SALARY**
R107 886 (Level 02)

**CENTRE**
OR Tambo District

**REQUIREMENTS**
A minimum of Grade 10. Grade 12 will be an added advantage. A valid driver’s licence is essential. Relevant experience as a driver in the public service/ public sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.

**DUTIES**

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/79**
MESSENGER (REF NO: DRDAR 43/06/2018)

**SALARY**
R90 234 (Level 02)

**CENTRE**
Mpofu Training Centre

**REQUIREMENTS**
Grade 12. Candidates will be subjected to a competency test.

**DUTIES**
Collect and deliver documents from office to office. Collect and deliver departmental mail to / and from the Post Office on a daily basis.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/80**
CLEANER (REF NO: DRDAR 44/06/2018) (X3 POSTS)

**SALARY**
R90 234 (Level 02)

**CENTRE**
Tsolo Agriculture and Rural Development Institute (TARDI)

**REQUIREMENTS**
Grade 12 plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency test.

**DUTIES**
Cleaning and maintenance of offices and agricultural premises.

**ENQUIRIES**
can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**POST 23/81**
FOOD SERVICE AID (REF NO: DRDAR 45/06/2018) (X2 POSTS)

**SALARY**
R90 234 (Level 02)

**CENTRE**
Mpofu Training Centre

**REQUIREMENTS**
Grade 12 or equivalent with 0-2 years’ experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control
measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

**DUTIES**

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g., cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

**ENQUIRIES**

can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**INTERNSHIP PROGRAMME (2018/19 AND 2019/20)**

COMPREHENSIVE AGRICULTURAL SUPPORT PROGRAMME (CASP) HAS INITIATED PROGRAMME OF PLACEMENT OF YOUNG UNEMPLOYED GRADUATES FOR ENTREPRENEURIAL SKILLS DEVELOPMENT IN AGRICULTURE WITHIN COMMERCIAL FARMS – (ALL DISTRICTS)

**POST 23/82**

**INTERNSHIP PROGRAMME (REF NO: DRDAR 46/06/2018) (X120 POSTS)**

Directorate: Structured Agricultural Education and Training

(2-Year Contract)

**STIPEND**

R87 000 per annum (all-inclusive)

**CENTRE**

Commercial Farms in Districts

**REQUIREMENTS**

All young unemployed agricultural graduates with a SAQA recognised National Diploma in Agriculture for a period of 24 continuous months. Interested applicants should be agricultural graduates. The previous beneficiaries of internship / learnership and contract workers in government will not be considered. Those who are not interested to become entrepreneurs in Agriculture need not apply. Preference will be given to applicants from the Eastern Cape who will be willing to work and stay in the commercial farms as successful applicants will be placed in commercial farms that are currently existing throughout the province.

**DUTIES**

All successful applicants will be mentored and guided by the commercial farmer. Perform farm-work duties in relation to the commodity requirements to improve productivity in the commercial farm. Be prepared to learn farming skills as guided by the commercial farmer. Attend training relevant to farm commodity. Gain farm management skills, business management skills and record keeping. Learn business growth skills and acquire resource management skills and knowledge. Be ready to be deployed to any section within the farm to gain more knowledge. Attend and arrange meetings with strategic partners and other stakeholders such as market institution, supplier of production inputs / infrastructure and farmers. Contribute positively to the success of the commercial farm. Advocate honesty, integrity and professionalism at all times. Work overtime as and when there is a need. Write monthly, quarterly and annual report.

**ENQUIRIES**

Ms K Mngxekeza Tel No: (040) 602 5062/5064/5067/5069/5122

**APPLICATIONS**

can be forwarded through one of the following options: Department of Rural Development and Agrarian Reform: Hand Delivery: Room 1117, 11TH Floor, DRDAR, Dukumbana Building; Independence Avenue Bhisho. Post: The HR Manager: DRDAR, Private Bag X0040, Bhisho

**NOTE**

For CASP Internship, preference will be given to unemployed graduates between the ages 18 and 35 years with qualifications from EC Agricultural Training Institutes (ATIs). Applications received after closing date will not be considered. No faxed applications will be accepted. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.drdar.gov.za or www.dpsa.gov.za

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

APPLICATIONS: Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR Attention: Ms Bonelwa Ndayi

Closing Date: 22 June 2018

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

OTHER POST

POST 23/83: PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION: REF NO: PT 01/06/2018 (X4 POSTS) (One Year Contract)

Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments.

Salary: R226 611 per annum Level 07

Centre: Bhisho

Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year’s experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached. Knowledge and Skills: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate.

Duties: Support Departments with the Implementation of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability of Funds for Appointments: Process submission to Budget...
Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments on Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render Administrative Support Services on Compilation of Statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

ENQUIRIES

can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF TRANSPORT

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

APPLICATIONS

Should be directed to The Department of Transport, Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town, Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

FOR ATTENTION

Mr M.A.F Tokota

CLOSING DATE

22 June 2018

NOTE

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

ERRATUM: kindly note that posts of Chief Engineer Integrated Transport Planning: Grade B (X2) with Ref No: DOT 02/03/2018 and Chief Engineer: Safety Engineering Services: Grade A (X2) with Ref No: DOT 03/05/2018 advertised in vacancy circular 18 dated 25 May 2018, they were erroneously advertised as one post though its two posts for both Grade A & B and also the post of Director: Infrastructure Procurement with Ref No: DOT 07/05/2018 advertised in vacancy circular 18 dated 25 May 2018, it’s a 12 month contract post.

MANAGEMENT ECHELON

POST 23/84

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF NO: DOT 01/05/2018)

SALARY

R1 127 344 – R1 347 879 per annum (Level 14)

CENTRE

Head Office (KWT)

REQUIREMENTS

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

ENQUIRIES: Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/85: DIRECTOR: OFFICE OF THE HOD (REF NO: DOT 05/05/2018)

SALARY: R948 174 - R1 116 918 (Level 13)
CENTRE: Head Office (K.W.T)


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

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/86 : DIRECTOR: INFRASTRUCTURE PROCUREMENT (REF NO: DOT 07/05/2018)
This is a 12 months contract post.

SALARY : R948 174 - R1 116 918 (Level 13)
CENTRE : Head Office (K.W.T)

DUTIES : Align projects with strategic objectives, priorities, budgets and plans: Confirm needs and priorities of DOT & Sector Departments for infrastructure projects. Conduct spend, organizational and market analysis. Develop a delivery management strategy (specific procurement strategy). Draw and facilitate approval of infrastructure procurement plan. Manage cross functional teams to finalise bid specifications. Provide monthly report on the alignment as per above. Manage infrastructure procurement acquisitions: The solicitation of tenders. Participate in the evaluation and award of tender. Observing segregation of duties. Develop/Review infrastructure policy and procedures. Active participant in the project management office (PMO). Manage contracts and infrastructure procurement: Supply chain performance: Administer contracts related to infrastructure. Open, update and maintain project records and files. The Management of supply chain performance. Analyse and evaluate the performance of internal and external service level agreement against performance targets. Manage guarantees and retentions. Manage Administrative and financial close out reports. Provision of monthly report on expiry and pending expiry of contracts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / unit produces excellent work in terms of quality / quantity and timeliness. Prepare/submit all statutory reports after approval relating on operational performance within the stipulated deadliness. Benchmark performance on infrastructure procurement against the performance of functions of similar institution. Administration of the unit: Delegate functions to staff based on individual potential. Ensure timely Development and implementation of Work Plans and Personal Development Plans (PDP’s), quarterly performance reviews for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Identify and manage the risks relevant to
the unit. Sufficient and appropriate management internal and external audit queries. Manage adequate preparation for quarterly or monthly Interim Financial Statements (IFS), Annual Financial Statements (AFS), Management of Performance Assessment Tool (MPAT), quarterly performance report and monthly required reports from the unit. Avoid irregular, fruitless, wasteful & unauthorised expenditures and manage adequate spending against the target to avoid over and under spending. Ensure that payment of suppliers who rendered valid services is made within 30 days. Consider all prescript that govern any departmental transaction/s or documentation that have financial and non-financial implications. These include, but not limited to, Public Service Act and its Regulations; Preferential Procurement Policy Framework Act (PPPFA) and its SCM circulars and practice notes as well as the Public Finance Management Act (PFMA) and its Treasury Regulations. Hold directorate and staff meetings.

ENQUIRIES:
Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

OTHER POSTS

POST 23/87:
ASSISTANT DIRECTOR: PROGRAMME SUPPORT REF NO: DOT 28/05/2018

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

DUTIES:
Provide administration support to the program: Organize strategic planning sessions for the program. Coordinate development and submission of Annual Performance Plan (APP) and Operational Plan for the program. Coordinate submission of statutory reports by the program (quarterly report, annual report, MPAT report etc) Coordinate dissemination of information to district staff. Coordinate submission of information to the Auditors. Coordinate submission of portfolio of evidence by all directorate in the program. Provide supply chain and financial management support to the program: Coordinate the budgeting process for the program. Consolidate and submit budget for the program to the budget office. Monitor expenditure for the program. Prepare In-year monitoring reports for the program. Monitor payment of suppliers within 30 days by the program. Budget preparation and loading papers. Provide human resource administration and development support to the program: Coordinate the submission of program human resource needs to Chief Director Human Resource Administration. Coordinate human resource planning for the program. Coordinate implementation performance management development system by the program. Coordinate identification and submission of training needs for the program. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455 / 7458.

POST 23/88:
ASSISTANT DIRECTOR: REVENUE (REF NO: DOT 17/05/2018)

SALARY: R334 545 – R404 121 (Level 9)
CENTRE: Head Office: (K.W.T)
REQUIREMENTS:
B Degree in Accounting (NQF level 7) / National Diploma (NQF level 6) in Internal Auditing / Cost and Management Accounting, Financial Information System,

**DUTIES**

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

**ENQUIRIES**

Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

**POST 23/89**

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

**SALARY**

R334 545 - R404 121 per annum (Level 09)

**CENTRE**

(Alfred Nzo)

**REQUIREMENTS**


**DUTIES**

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

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/90 : ASSISTANT DIRECTOR: BUDGET (REF NO: DOT 16/05/2018)

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : (Alfred Nzo)

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

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/91 : ASSISTANT DIRECTOR: CFO SUPPORT (REF NO: DOT 12/05/2018)

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

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

ENQUIRIES
Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/92
SENIOR STATE ACCOUNTANT: DEBTORS (REF NO: DOT 18/05/2018)

REQUIREMENTS:
B Degree in Accounting (NQF level 7) /National Diploma (NQF level 6) in Internal
Auditing / Cost and Management Accounting, Financial Information System,
Taxation, Local Government and Finance (NQF Level 6 as recognized by SAQA)
majoring in Financial Accounting / Accounting. 2 years relevent experience.
Competencies: Knowledge of Public Finance Management Act. Public Service
Computer literacy.

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

ENQUIRIES
Mr. Ngcobo Tel No: 043 604 7455 Ext 7458
PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF TREASURY  

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: 22 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.

MANAGEMENT ECHELON

POST 23/93: DEPUTY DIRECTOR GENERAL: FINANCIAL GOVERNANCE REF NO: FSPT

SALARY: An all-inclusive salary package of R1 370 973 per annum Level 15 (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: A post graduate qualification in Accounting and/or Auditing or equivalent qualification with Accounting/ Auditing as a major subject. A master degree (NQF Level 9) in Accounting/Chartered Accountant/MBA will be an added advantage. A minimum of eight years’ experience in a senior management position of which at least a minimum of three years should have been in an accounting or auditing environment. In depth knowledge of government operations. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Public Service Act and Treasury Regulations and other applicable prescripts and frameworks. Knowledge and experience of policy development and improvement of service delivery in the Public Service. The ability to pursued and negotiate at all levels. Problem solving and innovation capability. People management and empowerment skills. Computer literate. Good interpersonal, strategic capability, leadership, financial management and analytical skills. Valid driver’s license.
DUTIES: Provide strategic foresight to the office of the Provincial Accountant General in its mandate to promote and facilitate accountability and good governance through creating a transparent environment in the Public Service. Promote and enforce sound accounting practices and reporting. Oversee support intervention programmes in Provincial Government institutions. Promote and enforce risk management and internal audit practices. Ensure compliance with Sections 18(2) (a) and 19 of the PFMA. Contribute to the development of national frameworks as well as norms and standards. Facilitate and monitor compliance to the PFMA and propose remedial actions for non-compliance in liaison with relevant authorities and, where necessary, suggest punitive actions. Develop strategic insights through interaction with CFO’s, Accounting Officers and Oversight structures and suggest solutions to problems related to public financial management as well as compliance with legislation accordingly. Manage the resources of the Branch.

ENQUIRIES: Mr. M N G Mahlatsi Tel No: (051) 405 4268
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 22 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 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. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 23/94 : DIRECTOR: STRATEGY MANAGEMENT REFS/002933
Directorate: Corporate Management Services
SALARY : R948 174 per annum all-inclusive remuneration package
CENTRE : Johannesburg
REQUIREMENTS : Matric and a relevant Degree (NQF level7) in business/ public management as recognized by SAQA. 6-10 years’ experience plus 3-5 years in middle management level on the related field. Valid driver’s licence. Competencies: Computer literacy sound organisational skill. Good people skill. High level of reliability. Written communication skill. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Knowledge and Skills: GPG and public service regulations, community safety and other relevant legislations, understanding of the PSP and RSP, understanding of strategic planning process, policy development and corporate governance, project management, knowledge and understanding of departmental strategic priorities and programmes, planning and organizing, leadership, strategy development, knowledge management, report writing, good written and verbal communication skills, presentation and facilitation, computer literacy, decisive, professionalism, efficient and effective, business acumen, team leader, strategist, flexible/change oriented, problem solving ability, responsive, interpersonal relations, customer focus, credible and proactive.

DUTIES : Manage and coordinate strategic planning and provide monitoring and evaluation services, facilitate, promote and monitor transformation programmes, manage and coordinate the provisioning of operations management and Batho Pele principles and manage resources ( human, finance, equipment, assets). Collate strategic information required develop a strategy, such as previous strategy, recent policies, and mandates. Validate previous strategy contents for relevant and develop a strategy facilitation framework supported by tools. Facilitate strategy sessions and ensure documentation thereof, capturing critical elements required for legislative and governance imperatives in developing monitoring and evaluation strategy plan. Facilitate approval of strategy and planning documents. Coordination and
facilitate strategic and operational planning process. Coordinate the submission and analysis of quarterly reports, annual reports, and budget vote documents. Ensure organisational performance and provide strategic inputs. Facilitate the development implementation of intervention strategies, programmes and practises to meet national and provincial targets. Facilitate the national youth services programme in the Department. Facilitate the implementation of transformation programmes pertaining to children, persons with disabilities, elderly people and military veterans’ officials in the department.

ENQUIRIES : Ms. Nkhensani Manganyi Tel: 011 689 3701

OTHER POST

POST 23/95 : CHAIRPERSON: RISK MANAGEMENT COMMITTEE REFS/002936
Directorate: Office of the Head of Department- Department of Community Safety

SALARY : R3 392 per Meeting
CENTRE : Johannesburg
REQUIREMENTS : Matric and CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management). Candidates should be exposed in the risk management environment for more than 10 years. Exposure in serving in the oversight committee will be an advantage. Skills and Knowledge: Integrity, independence, dedication, understanding of public sector business and controls. A good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework.

DUTIES : The candidate will chair the Department’s Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees. Implementation of risk maturity model.

ENQUIRIES : Ms. Nkhensani Manganyi Tel: 011 689 3701
NOTE : Term of Office- The term of office will be three (3) years subject to renewal at the discretion of the Department

PROVINCIAL TREASURY

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 22 June 2018
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit
all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

POST 23/96

DEPUTY DIRECTOR-GENERAL: SUPPLY CHAIN MANAGEMENT
(5 Year Fixed Term Contract)
Programme: Provincial Supply Chain Management

SALARY
R1 370 973 per annum, (All-inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
A post graduate qualification (NQF 8) as recognised by SAQA in Supply Chain Management/Economic/Finance/ Public Administration. 8-10 experience at a senior managerial level. 5 years or more experience in the Supply Chain Management field. The successful candidate will have strong leadership skills, will be a team player at executive level, will have the ability to ‘sell’ supply chain management’s value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements. Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must have a strategic mindset and problem solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform and advisory and oversight role over provincial government departments, municipalities and entities.

DUTIES
Perform an advisory and oversight role on supply chain management matters over provincial government departments, municipalities and entities. Assist in the implementation of the Strategic Plan of the Department in relation to supply chain management. Enable the turnaround of the Province as expressed in the 10 pillar programme mainly radical transformation of the township economy and proactively dealing with corruption in SCM. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage strategic sourcing within the Province, which may include transversal contracts. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement. Introduce innovative mechanisms to improve procurement practices so that cost savings and socioeconomic objective are achieved.

ENQUIRIES
Ms Bulelwa Mtshizana, Tel No: 011 227-9000

POST 23/97

DEPUTY DIRECTOR-GENERAL: GAUTENG AUDIT SERVICES
(5 Year Fixed Term Contract)
Directorate: Gauteng Audit Services

SALARY
R1 370 973 per annum, (All-inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
A post graduate qualification (NQF 8) as recognised by SAQA in Auditing. The candidate must be a Certified Internal Auditor (CIA) or Chartered Accountant (who has been practicing Internal Audit). 8 – 10 experience at a senior managerial level. 5 or more years’ experience in internal audit environment. Public sector experience. Experience in computer/systems and performance auditing. Extensive knowledge of internal control systems. Experience in performing risk assessment and developing strategic audit plans.
DUTIES: Develop and manage a formalised risk base three-year strategic audit plan, based on the departments’ assessment of key areas of risk. Develop and manage an annual audit plan of provincial departments for the year in prospect, which includes the scope of the plan audits. Ensure that all audits are properly planned and executed. Ensure that audit findings are appropriately reported and followed-up ensuring that departmental clients undertake the required action. Ensure that standards set by Institute of Internal Auditors are adhered to. Develop and implement an effective strategy for the internal audit function to provide independent assurance on the adequacy and effectiveness of internal controls, risk management and governance processes, and improve client relations. Where required, assist as per request, in the provision of internal audit services to municipalities and entities. Review the adequacy of the existing Internal Audit Capacity, recommend and implement appropriate models in line with the standards of the Institute of Internal Auditors. Co-ordinate the activities of other assurance providers in line with the Combined Assurance best practices.

ENQUIRIES: Ms Bulelwa Mtshizana, Tel No: 011 227-9000

POST 23/98: DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE
(5 Year Fixed Term Contract) Chief Directorate: Public Finance

SALARY: R948 174 per annum, (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment or Finance or Commerce or Economics. 5 years of experience at middle /senior management level. Public Sector Management and/or related management experience in infrastructure management 6 – 8 years.

DUTIES: Overall coordination of infrastructure planning and delivery for all departments and provincial public entities responsible for implementing infrastructure documents, budgets and information aligned to the Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Lead site visits, site performance evaluations and gateway reviews for infrastructure projects. Provide strategic, technical and capacity building support to provincial departments and public entities. Facilitate streamlined and integrated planning processes between the spheres of government. Represent Provincial Treasury on various infrastructure forums. Facilitate compliance of the infrastructure delivery processes by provincial departments and public entities with the Divisions of Revenue Act (DoRA), Gauteng Infrastructure Delivery Management System and the Standard for Infrastructure Procurement and Delivery Management. Assess infrastructure deliverables of provincial departments and public entities before recommendations on funding and/or continuation of projects are made by the Provincial Treasury. Provide constructive interface between National Treasury, planning agencies and implementing agencies regarding financial and delivery issues.

ENQUIRIES: Ms Bulelwa Mtshizana, Tel No: 011 227-9000

OTHER POSTS

POST 23/99: ASSISTANT DIRECTOR: PUBLIC FINANCE
Chief Directorate: Public Finance

SALARY: R334 545 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three-year tertiary qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA), specialising in Informatics/Information Technology, plus 3-5 years relevant experience. Proficiency required in Microsoft Office Suite (especially Excel, Word and Access; experience spreadsheet automation and VBA would be an added advantage) Experience with large datasets, analysis and data manipulation; Spreadsheet Modelling and forecasting techniques. Ability to contextualise and apply statistical metrics to said datasets. Experience with Government Systems and Tools – Spreadsheet Models,
PERSAL, BAS, SAP, Vulindlela – Knowledge of data mining techniques
(Familiarity with SQL would be an added advantage)

DUTIES
The incumbent will be responsible for: Assisting in research projects and analyse resource allocations, spending and performance of departments; Provide assistance to the Public Finance Directorate and Treasury management in support to departments and agencies to effectively utilise public resources; Manage electronic versions of documentation relevant to the budget process; assist in maintain database of financial and non-financial information and performance indicators for all Gauteng provincial departments; Assist in the guidance and development of the public finance unit’s skill set with regard to information collection, dissemination and analysis; and develop in year monitoring and forecasting models (MS Excel) for the Public Finance Unit.

ENQUIRIES
Ms Tshiamo Sokupha, Tel No: 011 227-9000

POST 23/100
AUDITOR: RISK & COMPLIANCE AUDIT SERVICES (X3 POSTS)
Chief Directorate: Risk & Compliance Audit Services

SALARY
R281 418 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Three year tertiary qualification as recognized by SAQA (NQF level 6) in Internal Audit/ Auditing / Accounting. At least 2 years’ experience in internal auditing environment.

DUTIES
The candidate will be responsible for: Document system descriptions and prepare flowcharts; Prepare audit programmes; Execute audit programmes; Compile and reference audit working papers; Review working papers and referencing prepared by trainees and Assistant Auditors; Liaise with team leaders at the planning, execution and reporting phases of each internal review; Compile the audit findings and prepare draft audit report; On the job mentoring/coaching motivating and training of other team members; Contribute expertise and industry knowledge to ensure value is added to the client and GAS; Liaise and inform the supervisor regularly on the progress of the audit; Comply with GAS admin requirements; Maintain accurate time records.

ENQUIRIES
Ms Tshiamo Sokupha, Tel No: 011 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE
22 June 2018

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 23/101
OPERATIONAL MANAGER (NURSING) X2 POSTS

SALARY
R394 665 – R514 962per annum (Within OSD Framework)

CENTRE
Father Smangaliso Mkhatshwa Child and Youth Care Centre Ref No: SD/2018/06/01 (X1 Post)
Soshanguve Secure Care Centre Ref No: SD/2018/06/02 (X1 Post)
**REQUIREMENTS**: National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years’ experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

**DUTIES**: Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

**ENQUIRIES**: Ms D Masela Tel No: (012) 797 8307 Ms P Ramere Tel No: (012) 730 2027

**APPLICATIONS**: Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development, Father Smangaliso Mkhatshwa Child and Youth Care Centre, Soutpan Road Soshanguve 0164, for Attention- Ms D Masela Tel (012) 797 8307.

**POST 23/102**

**PROFESSIONAL NURSE SPECIALITY (PSYCHIATRY) REF NO:** SD/2018/06/08

**SALARY**: R340 431 – R514 962 per annum (Within OSD Framework)

**CENTRE**: Father Smangaliso Mkhatshwa Child and Youth Care Centre

**REQUIREMENTS**: A Diploma/Degree in Nursing or equivalent qualification plus qualification in Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years’ experience as a Professional Nurse. Submission of valid proof of registration with the council. Skills and Competencies: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.

**DUTIES**: Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.

**ENQUIRIES**: Ms D Masela Tel No: (012) 797 8307

**APPLICATIONS**: Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development, Father Smangaliso Mkhatshwa Child and Youth Care Centre Soutpan Road Soshanguve 0164, for Attention-Ms P Ramere Tel (012) 730 2027.

**POST 23/103**

**SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO:** SD/2018/06/03 (X2 POSTS)

**SALARY**: R281 418 per annum plus benefits

**CENTRE**: Sedibeng Region (X2)
REQUIREMENTS : A three year National Diploma/ Bachelor's Degree in Accounting, Financial Management or equivalent qualification with 2-3 years experience in the NPO Environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid code B driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Onsite monitoring of NPO’s. Conduct onsite financial compliance monitoring to funded Organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO’s. Provide progress on the implementation of NPO’s financial and administrative capacity building plan. Report on funded NPO’s, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO’s. Assess current financial and administrative capacity of all existing funded NPO’s. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Ms L Harmse Tel No: (016) 930 2055
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street
FOR ATTENTION : Ms L Harmse Tel No: (016) 930 2055
POST 23/104 : SENIOR ADMINISTRATIVE OFFICER: OD AND CHANGE MANAGEMENT REF NO: SD/2018/06/05

SALARY : R281 418 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : A three (3) year National Diploma/Qualification in Management Services (Organisation and Work Study) or Operations/Production Management or Bachelor’s Degree in Industrial Psychology. A certificate in Job Evaluation will be an advantage. 1-2 years’ experience within an Organisational Development and Change Management environment or Grade 12 with 10 years’ experience in Organisational Development in the Public Service. A valid driver’s licence. Knowledge and understanding of Organizational Development systems, procedures, processes and practices applicable in the Public Service. Knowledge and application of Persal system. Project Management, Job Evaluation, Change Management, Report writing, Consultation and Establishment Administration skills.

DUTIES : Coordinate job profiling functions and capture functions for newly defined posts and redefined posts. Provide job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts. Coordinate job evaluation functions and follow up on the implementation of job evaluation mandates. Coordinate organizational structure and establishment functions. Prepare and submit motivation for implementation of proposed amendments. Conduct change management awareness sessions. Coordinate change management projects.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
FOR ATTENTION : Ms M Skosana, Tel No: (011) 227 0069.
POST 23/105 : PROFESSIONAL NURSE (GENERAL) X2 POSTS

SALARY : R226 083 - R431 262 per annum (Within OSD Framework)
CENTRE : Father Smangaliso Mkhatshwa Child and Youth Care Centre Ref No: SD/2018/06/06 (X1 Post)
Desmond Tutu Child and Youth Care Centre Ref No: SD/2018/06/07 (X1 Post)

REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice,
processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

**DUTIES**

- Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.

**ENQUIRIES**

- Ms D Masela Tel No: (012) 797 8307 (FSM)
- Mr D Barnard Tel No: (012) 564 0640 (Desmond Tutu CYCC)

**APPLICATIONS**

- Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Father Smangaliso Mkhathwa Child and Youth Care Centre, Soutpan Road Soshanguve for Attention- Ms D Masela, Tel No: (012) 797 8307.
- Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Floraua Pretoria North 0182, for Attention- D Barnatd Tel No: (012) 564 0640.
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

POST 23/106 : HEAD CLINICAL UNIT (MEDICAL) REF NO: EMP12/2018
Department: (Obstetrics & Gynaecology)

SALARY : Grade 1: R1 550 331 – R1 645 464 per annum (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits; 18% In-Hospital Allowance of basic salary plus Commuted Overtime (Group 2 – Compulsory)

CENTRE : Queen Nandi Regional Hospital – Empangeni/Richards Bay Area

REQUIREMENTS : The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Obstetrics and Gynaecology), plus Registration Certificate with HPCSA, plus 3 years’ experience after registration with HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Proof of experience stamped and endorsed by Employer, HPCSA current registration card (2018) should be attached to application. Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in Obstetrics and Gynaecology and outreach programmes. Willingness to be actively involved in the Outreach Program in Region 4, KZN.

DUTIES : Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Actively involved in undergraduate and postgraduate academic programmes in conjunction with UKZN.

ENQUIRIES : Dr L Govender Tel No: 035-9077139 / DR I Popa Tel No: 035-9077008

APPLICATIONS : Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

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

CLOSING DATE : 22 June 2018

POST 23/107 : HEAD CLINICAL UNIT – INTERNAL MEDICINE REF NO: PSH 21/18

SALARY : Grade 1: R1 550 331 package. (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) PLUS 22% rural allowance and commuted overtime.

CENTRE : Port Shepstone Hospital


DUTIES : Must have knowledge of being able to provide cost effective and appropriate Internal Medicine service at a Regional hospital. Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor’s and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, Monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system Health Information and Research: Monitor and evaluate disease profile, setting up of database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs. Must be willing to reside in the Ugu District.

EQUIRIES : Dr. PB Dlamini Tel No: (039) 688 6208 / 6147 or 039 688 6000

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION : Miss D.L. Du Randt

NOTE : Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational
Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 29 June 2018

POST 23/108 : HEAD CLINICAL UNIT – RADIOLOGY REF NO: PSH 22 / 18

SALARY : Grade 1: R1 550 331 package. (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) PLUS 22% rural allowance and commuted overtime.

CENTRE REQUIREMENTS : Port Shepstone Hospital


DUTIES : Must have knowledge of being able to provide cost effective and appropriate services. Participate in on-going provision of radiological services in Port Shepstone hospital and other Ugu district health facilities. Provide Supervision to Medical Officers and Specialists in the department. Perform, interpret and report radiological procedures and studies. Provide expert opinion where required on radiological studies. Training and supervision of the medical officer working in radiology department. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Maintain professional and ethical standards. Provide after hour care in accordance with the commuted overtime contract. Assist head of clinical unit in radiology regarding administrative matters. Must be willing to reside in the UGU District.

EQUIRIES : Dr. PB Dlamini Tel No: (039) 688 6000 / 6147

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION : Miss D.L. Du Randt

NOTE : Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

CLOSING DATE : 29 June 2018

POST 23/109 : MANAGER: MEDICAL SERVICES- REF NO: MURCH 04/2018 (X1 POST)

Re Advertisement

SALARY : R1 052 712 per annum (All Inclusive package). Other Benefits: 22% Rural Allowance of Basic Salary and Commuted Overtime

CENTRE REQUIREMENTS : Murchison Hospital

Appropriate qualification in Health science-MBCHB PLUS Current registration with HPCSA as a Medical Officer PLUS 3 years’ experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of Service and Verification of experience from Human Resource on an official letterhead must be attached to the application. Knowledge, Skills and Competencies: Knowledge and understanding of relevant Acts, policies
and regulations used in the KZN department of Health. Sound management, negotiation, planning, interpersonal, conflict management and problem solving skills; Policy formulation skills; Good communication skills (written and verbal) and computer literacy skills; Good team building and leadership skills; Sound planning and organizing skills; Decision making skills and sound planning and organizing skills.

**DUTIES**

Provision of a safe, ethical, legal and high quality medical care at Murchison Hospital and attached clinics. Provide support to all medical, therapeutically and professional staff. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human resource strategies in the institution and in the unit to ensure that development, training and continued education o staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputises the Chief Executive officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and manage staff performance. Monitor and implement medical equipment management plan. Performing clinical duties as the institution demands.

**ENQUIRIES**

Mr E.R Manyokole Tel No: 039-6877311 ext 122

**APPLICATIONS**

All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Port Shepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

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

**CLOSING DATE**

22 June 2018

**POST 23/110**

MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2018 (X1 POST)

Department: Plastics and Reconstructive 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**

Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience
Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS). Grade 1: Experience: Not applicable. 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 Health Professional Council of South Africa. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon).

DUTIES
The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and “on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

ENQUIRIES
Prof A Madaree Tel No: 031 2401171

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 complete 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. 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, eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that 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.

CLOSING DATE
29 June 2018

POST 23/111
MEDICAL SPECIALIST GRADE 1/2/3 (EMERGENCY MEDICINE &TRAUMA)
REF NO: PSH 17/18

SALARY
Grade 1: R991 857 – R1 052 712 per annum
Grade 2: R1 134 069 – R1 203 666 per annum
Grade 3: R1 316 136 - R1 645 464 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE
Port Shepstone Regional Hospital

REQUIREMENTS
Senior certificate. An appropriate qualification that allow registration with as a Medical Specialist in Emergency Medicine &Trauma Registration certificate with the HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Current HPCSA Registration card 2018 / 2019. 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 HPCSA as a Specialist in Emergency Medicine &Trauma. Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Proof of experience endorsed and stamped by

**DUTIES:**
Provide specialist services in designation area of responsibility within accepted guidelines and protocols. Perform, interpret and report procedures and studies with designated speciality. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Capacity building in district hospitals and provision of outreach services with focus on improving medical services. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Accident, Trauma & Emergency Medicine Department where services are rendered. Participate in undergraduate teaching of Accident, Trauma & Emergency Medicine.

**EQUIRIES:**
Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6147 or 039 688 6000

**APPLICATIONS:**
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION:**
Miss D.L. Du Randt

**NOTE:**
Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE:**
29 June 2018

**POST 23/112**
MEDICAL SPECIALIST GRADE 1/2/3 (OPHTHALMOLOGY) REF NO: PSH 18/18

**SALARY:**
Grade 1: R991 857 – R 1 052 712 per annum
Grade 2: R1 134 069 – R 1 203 666 per annum
Grade 3: R1 316 136 - R1 645 464 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

**CENTRE:**
Port Shepstone Regional Hospital

**REQUIREMENTS:**
Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Ophthalmology Registration certificate with the HPCSA as a Medical Specialist in Ophthalmology. Current HPCSA Registration card 2018 / 2019. **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 HPCSA as a Specialist in Ophthalmology. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Ophthalmology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience: Broad sound knowledge and experience in ophthalmology. Ability to teach and supervise junior staff. Good management and administrative skills and research principles. Good communication, decision making, problem solving,
leadership and mentoring skills. Knowledge of relevant acts, regulations and policies in regard to medical ethics.

**DUTIES**
- Provide a specialist ophthalmology service to Port Shepstone Hospital and the whole of Ugu District. Control and manage 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. Provide expert opinion where required to consult with specialist ophthalmic procedures. Assist with the supervision, support, training and development of medical officers and interns. Participate in the departmental academic programme. Ensure correct management through implementation of quality standard and practice. Conduct and assist research.

**EQUIRIES**
- Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6147 or Tel No: 039 688 6000

**APPLICATIONS**
- Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION**
- Miss D.L. Du Randt

**NOTE**
- Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE**
- 29 June 2018

**POST 23/113**
- MEDICAL SPECIALIST GRADE 1/2/3 - PSYCHIATRY) REF NO: PSH 19/18

**SALARY**
- Grade 1: R991 857 – R1 052 712 per annum
- Grade 2: R1 134 069 – R1 203 666 per annum
- Grade 3: R 1 316 136 – R1 645 464 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies).

**CENTRE**
- Port Shepstone Hospital

**REQUIREMENTS**
- Senior certificate, MBchB degree, Registration certificate with the HPCSA as a Medical Specialist in Radiology, Current HPCSA Registration card 2017 – 2018, 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 HPCSA as a Specialist in Radiology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. The incumbent of the post will provide specialist clinical services to psychiatric patients utilizing hospitals in Ugu region. Six percent services to GJ Crookes Hospital; twenty percent services to community clinics around GJ Crookes; twenty percent services to St Andrews hospital. Education: A basic qualification of MBChB plus FC Psychiatry or M Med Psychiatry or equivalent. Current registration with the HPCSA. Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Knowledge, Skills and Experience: Sound knowledge of clinical concept within the department of Psychiatry. Good operative skills to carry out advance clinical services. Research and organizational ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Financial and project management.

**DUTIES**
- Provide safe, ethical and high quality of care throughout the development of standard, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Close the gap to provide full package of service. Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and target in agreement with the institutional management. Develop, maintain and audit the correct implementation of clinical protocols,
guidelines ensuring efficient, effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for Ugu District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of service provided. Align service clinical service delivery plans priorities with hospital plans and priorities. Recruit, attract and retain staff for the unit.

EQUIRIES: Dr PB Dlamini or Dr M Panajatovic Tel No: (039) 688 6147 or Tel No: 039 688 6000
APPLICATONS: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
FOR ATTENTION: Miss D.L. Du Randt

NOTE: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE: 29 June 2018
POST 23/114: MEDICAL SPECIALIST - (GRADE 1, 2, AND 3) REF NO: GS 12/18 (X1 POST)
Infectious Diseases Subspecialist Trainee
Component: Infectious Diseases
This is a fixed term post for 2 years from date of employment

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

CENTRE: Greys Hospital; Pietermaritzburg
REQUIREMENTS: MBChB or equivalent qualification FCP (SA) PLUS Registration with the Health Professions Council of South Africa as a Specialist (Independent practice) at time of appointment. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Competent general medicine skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff; Ability to supervise junior staff. Ability and willingness to participate in and provide training for junior staff, undergraduates, postgraduates, ancillary and nursing staff. Management Skills: The understanding and ability to apply, appropriate to the post, current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Possess sound knowledge of Human
Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Good communication, leadership, decision-making and clinical skills. Drivers License and own transport.

**DUTIES**

Service Provision: Assess and manage patients in Infectious Diseases Clinics, Wards and ICUs and provide outreach clinical services, Consult with colleagues and junior staff. Manage patient load and disposal, Write reports on patients and respond to complaints, Develop management protocols. Quality assurance/Audit. Management: Medical Staff – counselling; assessing; guiding; developing; writing references; writing rules and policies and procedures; providing a structured working environment. Hospital Management – co-operation and co-ordination. Quality Improvement Program. Other Hospitals – co-operation and co-ordination. Budgetary – considering and containing costs. Teaching and Learning: Teaching and Training – medical staff; interns; medical students; nurses; other staff; patients. Academic Program – CPD presentations and lectures. Co-operation with University of KwaZulu-Natal Medical School. Learning – keeping self-up to date. Development: New Services, New Equipment, New Policies. Research: Facilitate and Encourage, Participate.

**ENQUIRIES**

DR H. Dawood 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; 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 12/18. 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**

29 June 2018

**OTHER POSTS**

**POST 23/115**

MEDICAL OFFICER (GRADE 1, 2, 3) (REF NO: ITSH 7/2018)

**SALARY**

Grade 1: R736 425. Other Benefit: 22% rural allowance of basic salary and Commuted Overtime.
Grade 2: R842 028. Other Benefit: 22% rural allowance of basic salary and Commuted Overtime.
Grade 3: R977 199. Other Benefit: 22% rural allowance of basic salary and Commuted Overtime

**CENTRE**

Itheleujuba Hospital

**REQUIREMENTS**

**Grade 1:** Matric certificate (grade 12), MBCHB Degree or equivalent qualification PLUS, Registration certificate with the HPCSA as an independent Medical Practitioner, Current registration / proof of payment with HPCSA must be attached. **Grade 2:** five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner OR six (6) years relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign employees who is not performing community service as required in South Africa. **Grade 3:** ten (10) years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner OR eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of
foreign qualified employees of who is not performing Community service as required in South Africa.

**DUTIES**

Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual’s patients to allow for continuity of care. Diagnose and evaluate patient’s state of health. Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care. Provision of quality patient cantered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated Clinical Service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filing / completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department. Participate in quality improvement programmes, clinical audits, peer review meetings and development of SOPS. Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES**

JAA Ogungbire Tel No: 034-4134000

**APPLICATIONS**

All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**

An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std10, 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 for 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 z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

**CLOSING DATE**

22 June 2018

**POST 23/116**

MEDICAL OFFICER GRADE. 1, 2 OR 3 REF NO: EGUM 04/2018 (X3 POSTS)

**SALARY**

Grade 1: R736 425 – R793 341
Grade 2: R842 028 – R920 703
Grade 3: R977 199 – R1 221 723

(All Inclusive package consist of 70% basic salary and 30% portion that can be structured in term of the applicable rules). Other Benefits: 30% non-pensionable allowance, 18% Rural Allowance and Commuted overtime (subject to prior approval)

**CENTRE**

Institution: E G & Usher Memorial Hospital

**REQUIREMENTS**

For the post of all grades: Matric or senior certificate. A tertiary medical qualification: MBCHB or equivalent. Proof of Current registration with the Health Professional Council of South Africa as an independent Medical Practitioner. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** One (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:** Five
(5) years post registration experience as a Medical Practitioner. Six (6) years 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: Ten (10) years post registration experience as a Medical Practitioner. Eleven (11) years 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. Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Outpatients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities. Management and organizational skills.

DUTIES: Manage patients presenting to district level OPD, In-patients services and acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynaecological and obstetrics, PHC coverage. Provide after hour’s medical service as per on call roster, including obstetric services. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist in clinical audits and quality improvement programmes. Assist with the development, maintaining and updating of clinical protocols. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessments, Infection Control, Ideal Clinic Realisation and etc. Ensure cost effective service delivery is maintained. Participate in Perinatal, Pippchip, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.

ENQUIRIES: Dr N. Dambuza Tel No: 039- 797 8100

APPLICATIONS: Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

NOTE: Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

CLOSING DATE: 22 June 2018

POST 23/117: MEDICAL OFFICER GRADE 1 (REF NO: BETH 04/2018) X3 POSTS

SALARY: R736 425 - (All –Inclusive Package) 22% Rural allowance Plus commuted/fixed overtime.

CENTRE REQUIREMENTS: Bethesda Hospital - (KwaZulu - Natal)

Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner, One (1) year experience After registration as a Medical Practitioner with recognized 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 and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. The following knowledge, skills, training and competencies required: Ability to diagnose and manage common medical and surgical conditions, including emergencies at district Hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public services legislation, regulations and policies. Ability to function as part of team and rotate through different departments of the Hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDs, PMTCT and Tuberculosis.
DUTIES: Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health Records in accordance with the legal/ethical considerations and continuity of patients care. Assessment, investigation and management of patients in clinics, Wards and ICU, including after-hours services. Participate in Quality Assurance / Audit and statistics and information acquisition and review. To execute duties functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patients care and perform duties/ function that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical conditions pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and service are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV/AIDS and Tuberculosis using the available department guidelines.

ENQUIRIES: Dr. K.R Gate Tel No: (035) 595 3100

APPLICATIONS: The Human Resources Manager, Bethesda Hospital, Private Bag X 602 UBombo 3970. Hand delivered applications may be submitted at Human Resource office Bethesda Hospital Ubombo Main Road.

FOR ATTENTION: Mr. L.T Nyawo

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

CLOSING DATE: 22 June 2018

POST 23/118: PHARMACIST (GRADE 01, 02, 03) REF NO: GAM CHC 06/2018 (X1 POST)

SALARY:
- Grade 1: R615 945 – R653 742 (All inclusive package)
- Grade 2: R673 494 – R714 819 (All inclusive package)
- Grade 3: R736 425 – R781 611 (All inclusive package)
- Other Benefit(s): 17% rural allowance

CENTRE: Gamalakhe Community Health Centre

REQUIREMENTS:
- Senior Certificate/ Matric, National Diploma / Degree in Pharmacy, registration certificate with South African Pharmacy Council as a Pharmacist. Current registration as a Pharmacist with the SAPC (2018). Grade 1: No experience for Pharmacists who completed Community service. One (01) year relevant experience after registration as a Pharmacist 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: Five (5) years relevant experience after registration as a Pharmacist Six (6) years relevant experience after registration as a Pharmacist 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: Thirteen (13) years relevant experience after registration as a Pharmacists Fourteen (14) relevant experience after registration as a Pharmacists 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. Recommendations: Drivers Licence and Computer literate. Skills: Sound understanding of relevant legislations, Acts, Policies, Procedures and Delegations pertaining to Pharmacy including NHI, NCS, CCMDD, Essential Medicine Lists (EML), Standard Treatment Guidelines (STG’s) and District Health System. Knowledge of the principles of drug therapy and the functions and operations of a Drugs and Therapeutics Committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and co-ordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organising, planning and decision making skills.

DUTIES: To provide high quality of pharmaceutical services to patients and healthcare professionals. Ensure adherence to all applicable legislation (including GPP and NCS) policies and procedures. Maintain optimal use and care of all resources. Provide necessary orientation, training, skilling, assessing, disciplining and monitoring of all staff. Manage the control and distribution of medicines to patients at CHC and clinics including CCMDD program. Provide pharmaceutical support to associated Primary Health Care clinics. Maintain accurate and appropriate patient records in line with legal requirements. Engage in effective communication with other departments and personnel in order to ensure high quality services are rendered. Be willing to work long hours or after hour’s call-outs if the need arises. Supervise and provide training to Pharmacist interns and Pharmacy Assistants. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and healthcare. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources.

ENQUIRIES : Ms N Qalashe Tel No: 039-318-1113
APPLICATIONS : all applications should be forwarded to: The CHC Manager; Gamalakhe Community Health Centre; Private Bag X 709; Gamalakhe; 4249
FOR ATTENTION : Human Resource Department
NOTE : Grade 1&2: Proof of experience (Certificate of service) endorsed and stamped by Human Resource with clear years of experience, rank and name of the institution.
CLOSING DATE : 22 June 2018

POST 23/119 : CHIEF RADIOGRAPHER GR 1: REF NO: GS 14/18
Component: Radiology
Re-Advertisement

SALARY : Grade 1: R414 069 – R459 558 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements.
CENTRE : Greys Hospital, Pietermaritzburg
DUTIES : Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good
ENQUIRIES: MRS A Cooke Tel No: 033-8973203
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. 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 14/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 29 June 2018

POST 23/120 : CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GROUT 01/2018 (X1 POST)
Component: Groutville 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 health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.
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. 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
22 June 2018

POST 23/121
CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 03/2018 (X1 POST)
Component: Shakaskraal Clinic

SALARY
Grade 1: R340 431 per annum Plus 8% rural allowance
Grade 2: R418 701 per annum Plus 8% rural allowance
Benefit: 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**: 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. NB: 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**: 22 June 2018
POST 23/122: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: STAN 01/2018 (X1 POST)
Component: Stanger Mobile 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. NB: 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:
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 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. NB: 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 : 22 June 2018


SALARY : Grade 1: R340 431 plus 13th cheque and 12% rural Allowance.
Grade 2: R418 701 per annum plus 13th cheque and 12% rural allowance.

CENTRE REQUIREMENTS :
Grade 1: A minimum of four (4) years appropriate / recognisable experience as General Nurse. Grade 2: A period of fourteen (14) years in General Nursing. At least ten (10) years of this period must be appropriate / recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant speciality.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Administrative service 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. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours.

ENQUIRIES : Ms MA Manana at Tel No: (034-4134000)
APPLICATIONS : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

NOTE : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10,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 for 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 z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

CLOSING DATE : 22 June 2018

POST 23/124 : PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 20/2018 (X11 POSTS)
Directorate: Obstetrics & Gynaecology

SALARY :
Grade 1: R340 431 – R394 665 per annum
Grade 2: R418 701 – R514 962 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE :
King Edward VIII Hospital

REQUIREMENTS :
Matric/Senior Certificate or equivalent qualification plus degree / Diploma in General Nursing plus one year post basic qualification in Advanced Midwifery, registration with S.A.N.C. as a General Nurse and Advanced Midwifery plus, current South African Nursing Council receipt. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Grade 2: Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework eg. Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public service regulations, Labor Relations Act, Disciplinary Code and Procedures, Grievance Procedure, good skills in communication, report writing, facilitation, co-ordination, problem solving, planning and organizing, team building, decision making and computer literacy.

DUTIES :
Diagnose and manage obstetric emergencies in the absence of a doctor ie. Eclampsia APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to hospital policy, develop mission and vision and objectives for obstetric unit, develop, implement and review obstetric policies and procedures, conduct Perinatal Mortality reviews or meetings, know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics, develop and implement in service education and quality improvement programs for the obstetrics department, act as an advocate for clients utilizing Batho Pele principles, form part of the multi-disciplinary team, take part in all obstetrics programs ie. PPiP, PMtCT, BBI, BFI and RHC – reproductive health, identify training needs for the personnel, implement EPMDs for the personnel, practice participative management by assisting with relief duties of the supervisor, liaise with all departments within the institution, maintain and monitor stock and supplies, attend meetings held in the institution/outside.

ENQUIRIES :
Mr. B.B. Khoza – Tel No: 031 360 3026

APPLICATIONS :
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.

**CLOSING DATE** : 22 June 2018

**POST 23/125** : DIAGNOSTIC RADIOGRAPHER (GRADE 1, 2 OR 3) REF NO: SAP 07/2018 (X1 POST)

**SALARY** :
- Grade 1: R281 148 - R321 462 per annum
- Grade 2: R331 179 - R378 687 per annum
- Grade 3: R390 123 – R473 445 per annum
Other benefits: 13th Cheque, Rural allowance, Medical aid (optional), Home Owner’s allowance, (employee must meet prescribed requirements).

**CENTRE** : St Apollinaris Hospital

**REQUIREMENTS** :

**Grade 1**: Senior Certificate (Grade 12) or equivalent qualification. No experience after registration with HPCSA in Radiography in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in Radiography in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa.

**Grade 2**: Senior Certificate (Grade 12) or equivalent qualification. Minimum of 10 years’ experience after registration with HPCSA in Radiography in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of (11) eleven years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa.

**Grade 3**: Senior Certificate (Grade 12) or equivalent qualification. Minimum of 20 years’ experience after registration with HPCSA in Radiography in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of (21) twenty years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa.

**Knowledge, Skills**: Sound knowledge of diagnostic radiography procedures and equipment. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate.

**Computer Literacy**.

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

**ENQUIRIES** : Mr. T.P. Mlambo @ 039-8338020

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

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

CLOSING DATE: 22 June 2018

POST 23/126: PROFESSIONAL NURSE (GENERAL STREAM)
Branch: Kwajali Clinic

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

REQUIREMENTS:
Grade 1: Senior certificate. Diploma in General nursing and Midwifery. Current registration with SANC as a General nurse and Midwifery. Grade 2: Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Grade 3: Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic 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.

DUTIES:
To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and 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.

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 disability and African male should feel free to apply
CLOSING DATE : 22 June 2018
ANNEXURE Q

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

OTHER POSTS

POST 23/127

STATE VETERINARIAN: ANIMAL HEALTH, REF NO: AGR 2018-31

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

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: BVSc (Bachelor of Veterinary Science) or equivalent qualification; Registration with the South African Veterinary Council; A valid driving licence. Recommendations: Working experience as a veterinarian; 1-2 years’ post qualification experience. Competencies: Good knowledge of the following: Management; Human resource and developmental management; Financial management, Strategic management; Policy making procedures; Operation of the agricultural sector; Good knowledge of National and Provincial legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Develop, analyse, and audit policies, norms, standards and legislation for Veterinary services, which would entail the following: collection of data and stakeholder consultations; Renders Veterinary Services through the implementation of the relevant legislation; Provision of training; Development and awareness programs (extension and outreach services) to communities with regards to veterinary services; Perform administrative and related functions which would include to provide inputs for operational plan of the veterinary unit; Plan, implement, maintain and coordinate disease surveillance measures; Identify controlled and non-controlled diseases and take appropriate corrective action.

ENQUIRIES: Dr. G Buhrmann at (021) 808 5026

POST 23/128

SENIOR AGRICULTURAL ECONOMIST: MARKET INFORMATION, REF NO: AGR 2018-33

SALARY: R417 552 per annum (Level 10)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Appropriate Honours Degree with Economics and/or Agricultural Economics as major subjects; A minimum of 3 years’ relevant experience; A valid driving licence. Recommendations: Practical experience and exposure to agricultural marketing value chains analysis; A broader practical understanding of the agricultural marketing environment, agricultural marketing policies and marketing of agricultural products legislation. Competencies: Knowledge of the following: Agricultural Economics, Economic and financial analytical techniques; Ability to work independently as well as in a team; Proven computer literacy; Networking, analytical report writing and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Identify and conduct market research especially on products/industries/systems that are of strategic importance to the Western Cape for export expansion, value addition and diversification opportunities; Analyse and disseminate agricultural marketing information to the agricultural sector; Undertake assessments to evaluate the agricultural marketing value chains to identify gaps and propose
relevant solutions; Supply advice to clients with regard to market analysis/marketing information, market linkages and develop methods to link farmers to formal markets; Initiate feasibility and viability studies with particular emphasis on marketing information; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders; Collaborate with national and other provincial departments, industry organisations and farmers to develop a needs assessment framework in terms of market information and develop remedial training programmes to ensure access to marketing information; Assess and address challenges of smallholder farmers.

ENQUIRIES: Ms L Thabethe at (021) 808 7733


SALARY: Grade A: R274 440 - R295 638 per annum
Grade B: R313 782 - R338 253 per annum
Grade C: R357 150 - R420 690 per annum

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Appropriate 3-year National Diploma in science or equivalent; Compulsory registration with SACNASP with a minimum of 3 years post-qualification appropriate technical (scientific) experience; A valid code B driving licence. Recommendations: Experience in the following: Rearing of ostrich chicks; Management of an ostrich export farm. Competencies: Knowledge of the following: Programme and project management; Scientific Methodologies; Research and Development; Computer-aid scientific applications; Communication (written and verbal) in at least two of the three official languages in the Western Cape; Computer literacy; Networking; Technical Management and technical planning skills; Conflict management; Team leadership; Problem solving and analysis.

DUTIES: Develop and implement methodologies, policies, system and procedures; Apply operational standards and consolidate methodologies, policies, system; Provide technical support and advice; Gather scientific data and relevant technical information; Perform technical scientific analysis and regulatory, Preparation of database and routine interpretation; Database and data management; Continuous professional development to keep up with new technologies and procedures; Supervise technical support and processes; Manage the performance management and development of staff.

ENQUIRIES: Dr A Engelbrecht at (044) 203 9412

POST 23/130: FARM AID: NUTRITION AND PRODUCT QUALITY, REF NO: AGR 2018-26

SALARY: R90 234 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Basic literacy and numeracy (ABET level 3). Recommendations: Relevant experience; A valid driving licence; Matric (Grade 12). Competencies: Knowledge of the following: Farm animals and dairy skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape Ability to work independently and in a team.

DUTIES: Herd maintenance; Mixing of animal feed; Research support; General farm work.

ENQUIRIES: Mr M.N Mnisi at (021) 808 5404

APPLICATIONS: To apply please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow, Or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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. 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 23/131: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 2018-18

SALARY: R334 545 per annum (Level 09)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: A 3-year B.Com/Accounting Degree with a minimum of 3 years’ financial management experience. Recommendations: None. Competencies: Knowledge of the following: Financial and personnel delegations and reporting processes; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Departmental Policy Development; Public Service Act, 1994 as amended; Public Service Regulations, 2016; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Administration of payroll systems; Management of debt; Supervision of subordinates and Human Resource Management; SARS tax reconciliation.
ENQUIRIES: Mr T Johnson at (021) 483 9137

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 23/132: MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)
Cape Winelands Health District

SALARY:
Grade 1: R991 857 per annum
Grade 2: R1 134 069 per annum
Grade 3: R1 316 136 per annum
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Ceres Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills. Good communication skills (verbal and written) in at least two of the three official languages of the
Western Cape. Computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).

DUTIES:
Be part of the Sub-district Health Services management team and support management in the planning and governance of clinical services in the Sub-district, including supervision, line Management of Medical Officers and the maintenance of competence of medical practitioners for the Sub-district. Provide a comprehensive Primary Health Care (PHC) package of care to patients, with a person-centred approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, after-hours duties) in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV positive patients on ART in the Sub-District. Liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the Clinical training and learning with health care staff inclusive of registrars and under-graduate students during the course of clinical service provision.

ENQUIRIES:
Dr E Titus, Tel No: (023) 316-9603

APPLICATIONS:
The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION:
Ms JB Salie

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 whom 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

OTHER POSTS

POST 23/133:
ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)
Directorate: Infrastructure Programme Delivery

SALARY:
Grade A: R549 639 per annum
Grade B: R628 452 per annum
Grade C: R715 323 per annum
(A portion of the package can be structured according to the Individual’s personal need.

CENTRE:
Norton Rose House, Cape Town

REQUIREMENTS:
Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Recognition of prior experience: Grade A: At least 0-2 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. Grade B: At least 14 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. Grade C: At least 26 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. Inherent requirements of the job: Willingness to work outside of normal office hours. Willingness to travel including early morning and late night air flights. A valid (Code B/EB) driver’s licence. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the
Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**
- Programme and project planning. Conduct programme and project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

**ENQUIRIES**
Mr A Middleton Tel No: (021) 483-9328

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

**NOTE**
A practical/competency test may form part of the short-listing and/or interview process, a full job description is available upon request.

**CLOSING DATE**
22 June 2018

**POST 23/134**
OPERATIONAL MANAGER NURSING (SPECIALITY AREA: EMERGENCY)

**SALARY**
R499 953 (PN-B3) per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with the SANC in Critical care Trauma and Emergency or Critical care general Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with 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 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills):
- Basic Computer literacy.
- Ability to communicate in at least two of the three official languages of the Western Cape.
- Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.
- Ability to promote quality patient care through the setting, implementation and monitoring of standards.
- Ability to function independently as well as part of a multi-disciplinary team.
- Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.
- Good organisational skills and the ability to function under pressure.

**DUTIES**
The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the Trauma and Emergency Unit. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms F Marthinus. Tel No: (021) 938-4055

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

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

**CLOSING DATE**
22 June 2018

**POST 23/135**
ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (CARDIOLOGY)

**SALARY**
R459 558 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as
Clinical Technologist (Cardiology). Registration with the professional council:
Registration with the HPCSA in Clinical Technology in Cardiology. Experience: A
minimum of 3 years’ appropriate experience after registration with the HPCSA as
a Clinical Technologist (Cardiology). Inherent requirements of the job: Willingness
to work 24-hour shifts. Willingness to provide standby cover for junior staff
members. Competencies (knowledge/skills): Good computer skills in MS Word,
Excel and Access. Good communication skills (verbal and written) in at least two
of the three official languages of the Western Cape. Ability to work with and without
supervision and work within a group with all levels of staff. Above average
academic record, work record and managerial skills. Commitment to uphold the
standards of the Division of Cardiology. Extensive exposure in Clinical Technology
(Cardiology). Expertise in echocardiography is of particular importance. Exposure
in Teaching and Research.

DUTIES:
Deliver a clinical technology service with the Department of Cardiology in
Tygerberg Hospital. Actively involved in research and training of technology staff
and students. Administrative functions, as well as support to the Head of
Cardiology. Supervise and control the clinical technology staff and service within
Cardiology. Monitor and maintain equipment. Perform diagnostic and/or corrective
procedures on patients with the aid of electronic equipment to determine and/or
support cardiac function. Provide optimal patient care in Cardiology. Continuous
develop and obtain clinical and technical skills required for optimal service delivery
in the department. Effective delivery of training, teaching and research within the
cardiology department.

ENQUIRIES:
Prof A Doubell, Tel No: (021) 938-4400
APPLICATIONS:
To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg,
7505.
FOR ATTENTION:
Ms V Meyer
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
22 June 2018

POST 23/136:
ADMINISTRATION CLERK: ADMISSIONS
Cape Winelands Health District

SALARY:
R152 862 per annum
CENTRE:
Mbekweni Community Day Centre
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience:
Appropriate administrative experience. Inherent requirement of the job: Valid
(Code B/EB) driver’s licence. Competencies (knowledge/skills): Language
proficiency in at least two of the three official languages of the Western Cape.
Good interpersonal and communication skills. Computer literate (Windows, Excel,
Delta9 or PHCIS). Appropriate course in Basic Routine Health Information System
for DataCapturers willbyto your advantage.

DUTIES:
Supportive administration functions. Register patients on the Patient
Administration System (PHCIS). Responsible for folder management (i.e. file,
retrieve, archive and dispose folders). Maintain patient appointment system.
Responsible for effective management of communication (telephonic enquiries).
Data management and capturing.

ENQUIRIES:
Ms C Solomons, Tel No: (021) 862-4520
APPLICATIONS:
The Primary Health Care Manager: Drakenstein Sub-
district, Private Bag X3043,
Paarl, 7620.
FOR ATTENTION:
Mr R Williams
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
29 June 2018

POST 23/137:
STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY) (X2 POSTS)
(2 Year Contract)

SALARY:
R107 886 per annum plus 37% in lieu of service benefits
CENTRE:
Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualifications: Successful completion of second year
towards the National Diploma- Clinical Technology. Current registration with a
Tertiary institution for ND: Clinical Technology. Registration with a professional
DUTIES: To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterisation laboratory. ECG’s (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects.

ENQUIRIES: Prof A Doubell, Tel No: (021) 938-4400
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 June 2018

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

OTHER POSTS

POST 23/138: DEPUTY DIRECTOR: DISASTER RECOVERY, REF NO: LG 2018-27

SALARY: All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/ B-Degree with minimum of 3 years management experience in the field of disaster management. Recommendations: None. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Related policies and guidelines as well as applicable legislation; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Financial Management; Strategic planning; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Coordinate and facilitate the following: The disaster assessments and verification processes; Disaster debriefings/post events analysis studies; Disaster declarations and classifications; Disaster relief, rehabilitation and reconstruction projects; The application, allocation and monitoring of disaster grants; To oversee the strategic management planning, human resource performance management and risk management in the sub-directorate; To manage the finances/budget of the sub-directorate in terms of financial prescripts.

ENQUIRIES: Ms J Pandaram at (021) 937 6306

POST 23/139: ASSISTANT DIRECTOR: SERVICE DELIVERY INTEGRATION: THUSONG CENTRE MANAGEMET, REF NO: LG 2018-28 (X2 POSTS)

SALARY: R334 545 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years’ relevant experience; A valid driving licence. Recommendations: Qualification in Project Management and/or Project Administration; Basic Financial Administration; Incumbents must be willing to travel extensively throughout the province. Competencies: Knowledge of the following: Local Government legislation; Constitutional legislative and inter-governmental dispensation in South Africa; Financial legislation in the public sector; Ability to work in a project environment and under pressure and meet strict timelines; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for operational implementation of the Thusong Programme: Thusong Service Centres and Outreach Project (Mobiles); Operational support to ensure the Thusong Service Centre functions optimally; Logistical support to the implementation of Thusong Outreach (Mobiles) in line with the project plan for implementation; Provide secretariat functions to Provincial Steering Committee; Develop and maintaining databases on the status of the Thusong Service Centres to inform remedial actions and support; Monitor the progress/performance of project in terms of project management tools; Strategic management in terms of inputs and support to the sub-directorate; Staff supervision to ensure optimal development of staff including performance management.

ENQUIRIES: Ms A Robinson Tel No: (021) 483 5106/Ms N. Mbadlanyana Tel No: (021) 483 9016

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: 02 July 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 23/140: CHIEF DIRECTOR: TRANSVERSAL APPLICATIONS SERVICES, REF NO: DOTP 2018-47

SALARY: R1 127 334 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Ability to exercise independent judgment and creative problem-solving.
solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management skills; Computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

**DUTIES**

**Line Management:** Strategic management, guidance and advice with regard to application development and programme management services. This includes the following broad areas of service delivery: Provide transversal applications and related programme management services; Provide transversal application development services; Responsible for managing the design, development, implementation, and maintenance of business applications; Provide ICT programme management for WCG transversal projects; Provide application development governance; Responsible for the over-all systems development life cycle; Oversees application life cycle planning; Co-ordinate programme support for the provincial ICT delivery plan; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved transversal ICT programmes / projects within the agreed frameworks; Responsible for collaborating with Departments, as well as the various IT functional areas to assess feasibility, determine costs versus benefits, prioritize projects, and develop and implement systems plans that address the information requirements of the WCG and adhere to established strategic business and systems objectives; Create and execute appropriate quality plans, project plans, test strategies and processes for development activities in concert with business and project management efforts; Responsible for ensuring quality of deliverables (Develop and execute unit testing strategy and processes); Ensure proper certification of planned ICT solutions. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Participate in the Branch strategic planning process; Active involvement in the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Senior Executive Manager on a regular basis on the activities of the Chief Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound labour relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief
Directorate. Financial Management: Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate; Report to the Programme Manager on all aspects of the Chief Directorate’s finances; Perform diligently all duties assigned by the Programme Manager; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate’s assets; Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES: Mr AF Joemat Tel No: (021) 483 6708


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

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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**

- **Line Management:** Manage contracts, business agreements and service level agreements; Manage the implementation of solutions, systems and infrastructure; Manage transversal or shared infrastructure, hardware, software and services; Manage ICT security; Ensure proper certification of planned ICT solutions; Provide inputs to the development of policy and strategy related to the Schools LAN environment. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate related to Schools LAN; Participation in the Branch and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives standards; Report on a regular basis on the activities of the Directorate and on matters of substantial 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 Directorate and of the resources employed by it.
- **Human Resource Management:** Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate.
- **Programme and Project Management:** Ensure that programme and project documentation and reporting takes place on the approved systems; Ensure that projects and initiatives remain on course to deliver the desired outcome; Coordinate activities of service providers; Negotiate change of plans with service providers.
- **Financial Management:** Active participation in the budgeting process at Branch level, and Directorate level; Preparing budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.
- **Clients and Stakeholder Liaison:** Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top Management; Provincial Departments/ clusters; Auditor-General of South Africa; Academic and research institutions; Department of Public Service and Administration; Public Service Commission; Provincial departments; Civil Society; International stakeholders; Local Municipalities; National agents e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Private sector organisations and NGO’s.

**ENQUIRIES**

Mr Hilton Arendse Tel No: (021) 483 4164

**POST 23/142**

**DIRECTOR: DIRECTORY SECURITY AND COLLABORATION, REF NO: DOTP 2018-46**

**SALARY**

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

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security /
Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. 

Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multidiscipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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:

Line Management: Strategic management, guidance and advice in respect of distributed computing. This includes the following broad areas of service delivery: Provide directory services; Provide operations and network management services; Provide IT/IS security services; Provide messaging and collaboration services; Provide system and configuration management services; Provide desktop management services; Provide infrastructure support to national transversal systems. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Chief Director: GITO Management Services on a regular basis on the activities of the Directorate and on matters of substantial 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 Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the
Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES:
Mr Hilton Arendse Tel No: (021) 483 4164

POST 23/143:
DIRECTOR: TRANSVERSAL APPLICATIONS DEVELOPMENT, REF NO: DOTP 2018-48

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

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; Business application life cycle experience; System development life cycle skills. Working knowledge of applications being supported; Working knowledge of platform and technologies supporting business applications; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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:
Line Management: Strategic management, guidance and advice with regard to transversal application development services. This includes the following broad areas of service delivery: Provide transversal application development, support and services; Provide centralised application development; Responsible for managing the design, development, implementation, and maintenance of business applications; Responsible for the over-all systems development life cycle; Oversees application life cycle planning; Directs development teams in the areas of scheduling, technical direction, future planning and standard development practices; Responsible for ensuring quality of deliverables (Develop and execute...
unit testing strategy and processes); Provide application development governance. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Transversal Application Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES : Mr Hilton Arendse Tel No: (021) 483 4164
POST 23/144 : DIRECTOR: DIRECTORATE CONNECTED GOVERNMENT BUILDINGS AND SCHOOLS, REF NO: DOTP 2018-51
SALARY : R948 174 per annum (Level 13)
(All-inclusive package to be structured in accordance with the rules for SMS).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Knowledge of network transmission technologies e.g. ATM and Metro-E; Knowledge of routing technologies e.g. MPLS, VPN, IP addressing, etc.; Knowledge of network service commissioning activities; Knowledge of voice services technologies e.g. PSTN and VOIP; Knowledge of Internet Services including the network architecture and Internet application services; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / infrastructure and networks / business and systems analysis / architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies
of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration Knowledge of the latest advances in public management theory and practice; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multidiscipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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:** Line Management: Strategic management, guidance and advice in respect of the roll-out of the broadband infrastructure initiative to WCG sites (including government buildings and schools) for the broadband initiative. This includes the following broad areas of service delivery: Facilitate the roll-out of the broadband infrastructure initiative to WCED school sites; Facilitate the roll-out of the broadband infrastructure initiative to WCG corporate sites; Responsible for ensuring that the project is delivered on time, within budget and to an agreed quality level. Programme/project management for the broadband initiative: Manage the work effort to achieve the outcome set out in the BBI Stream 1 strategies; Assist in defining the programme objectives and reviewing these as required; Coordinate the activities of the service providers; Negotiate change of plans with service providers; Communicate to all internal and external stakeholders; Allocate resources; Monitor adherence to schedule; Perform advisory role on broadband project to service providers and other stakeholders; Co-ordinate the activities of the service providers; Plan changes with service providers; Advise on the technical architecture and re-design of WAN services for WCG as and when required; Perform service acceptance inspections at sites connected to broadband; Migrate site infrastructure to connect to broadband services; Monitor and support WAN services. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Connected Government and Infrastructure Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources
plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate.

Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES: Mr Hilton Arendse Tel No: (021) 483 4164


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

CENTRE: Department of the Premier, Western Cape Government

REQUIREMENTS: Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Expert knowledge of contract management; Expert knowledge of the management of service level agreements; Knowledge of legal administration; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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: Line Management: Strategic management, guidance and advice in respect of service level and contract management for the WCG broadband initiative. This includes the following broad areas of service delivery: Render legal assistance in the management of broadband related contracts; Ongoing liaison with Legal Services on legal aspects of all broadband related agreements; Perform and
advise on broadband contract negotiations; Drafting of contracts, legal instruments and correspondence of a legal nature; Assist in the negotiation of Western Cape Broadband related contracts; Management of service levels of concluded broadband contracts; Contract management of concluded broadband contracts; Financial management of broadband contracts; Render on-going legal support and advice to broadband related contracts and services. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Connected Government and Infrastructure Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES : Mr Hilton Arendse Tel No: (021) 483 4164

POST 23/146 : DIRECTOR: TRANSVERSAL ICT PROGRAMME MANAGEMENT. REF NO: DOTP 2018-49

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at middle/ senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development
processes; Knowledge of the policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional programme management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Ability to analyze, understand and effectively communicate between business requirements and technical design and implementation; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Expert computer literacy skills. Personal Attributes: Drive enterprise objectives through ability to, predict, analyze, and manage cultural and technological changes within the organization; Dynamic leadership ability that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualization / formulation ability; 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. The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

DUTIES

Line Management: Strategic management, guidance and advice in respect of programme management for transversal ICT initiatives. This includes the following broad areas of service delivery: Responsible for building and managing the ICT program management capability for transversal ICT initiatives; Ensures that transversal ICT projects/programs are defined, tracked and communicated in a consistent and effective manner; Incorporates effective change and risk management controls; Partners with IT and business leadership and other key stakeholders to define opportunities, to identify and prioritize projects based on predefined criteria (return on investment, productivity, compliance); Directs project/program managers with business case development; Responsible for ensuring all projects within the transversal IT portfolios/programs are delivered on time, within budget and to an agreed quality level; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved transversal ICT programmes / projects; Provide a project management service with regard to transversal projects; Manage the implementation of transversal or shared solutions, systems and infrastructure; Manage transversal or shared contracts, business agreements and service level agreements; Ensure proper certification of planned ICT solutions. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Transversal Application Services on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an
information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances; Performing diligently all duties assigned by the Sub-Programme Manager; Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and Provincial Top management (PTM); Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES : Mr Hilton Arendse Tel No: (021) 483 4164

OTHER POSTS

POST 23/147 : DEPUTY DIRECTOR: PROVINCIAL FORENSIC SERVICES, REF NO: DOTP 2018-59

SALARY : All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Commerce/Law/ Auditing/Forensics; A minimum of 6 years’ experience in the field of Forensics of which 3 years must be management experience; A valid driving licence. Recommendations: Experience in management and investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)). Competencies: Analysing and fact-finding skills; Good interviewing skills; Ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good project management skills; Factual and legal analysis skills/abilities.

DUTIES : Planning and execution of forensic investigations; Conduct thorough investigation by fact finding and evidence retrieval within allocated time frames; Managing multiple investigations at the same time, prioritising each investigation based on priority; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Supervising a team of investigators during all activities in a forensic investigation, providing clear guidance to-and mentoring of team; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby at (021) 483 4593
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.

CLOSING DATE : 25 June 2018


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

REQUIREMENTS : 3-year National Diploma/B-Degree in the field of Information Management and Technology (systems), Project Management performance and statutory planning, monitoring and reporting; A minimum of 6 years’ experience in performance data and information management environment in the public or private sector of which 3 years must be management experience; A valid driving licence. Recommendations: None. Competencies: Technical knowledge and experience of the following: Result-based monitoring and evaluations methodology and approach; Performance information monitoring and reporting using reporting systems/technology (e.g. BizProjects, BizPerformance and eQPRS); Statutory planning, monitoring and performance reporting processes; Ability to work across silos, departments, spheres of government and with tertiary education institutes to achieve the monitoring of results; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist with the development and implementation of processes, methodologies and standards to coordinate and report on provincial and institutional performance as a provincial oversight role; Quality assure the content of programme and project information; Analyse programme performance information and generate reliable and accurate quarterly and annual performance reports; Monitor, evaluate and report on programme and project performance information in terms of targets and/or milestones through existing systems; Promote good data governance of performance information and the improvement of indicators and data sources; Provide advocacy and training on the use of existing reporting systems and tools; Assist with strategic management, financial management and human resource management.

ENQUIRIES : Mr J Barnard at (021) 483 6426

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.

CLOSING DATE : 25 June 2018

POST 23/149 : ASSISTANT DIRECTOR: INTERNAL AUDIT, REF NO: DOTP 2018-54 (X2 POSTS)

SALARY : R334 545 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A 3-year National Diploma/B-Degree majoring in Accounting and Auditing; A minimum of 3 years relevant experience. Recommendations: Studying towards or having a professional certification (CIA OR CGAP). Competencies: Information Gathering; Interactive Communication; Analytical thinking; Client Focus; International Standards and Professional Practice of Internal Auditing(Standards),Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Drive execution of the internal Audit Activity’s Quality Assurance and Improvement Programme, ensuring compliance of the unit the international standards for professional practice of Internal Auditing and the IA Methodology; Reporting results of internal quality assurance and improvement programme to internal stakeholders and facilitate distribution of results to external stakeholders; Development of technical guidance to enhance implementation of the internal audit methodology, and distribution and provision of training to staff; Ensure internal audit methodology is developed and maintained in line with requirements of the International Standards for Professional Practice of Internal Auditing (ISPPIA),relevant adopted control frameworks and compliant to the Public Finance and Management Act,(PFMA) and National Treasury Regulations.

ENQUIRIES : Ms V. Simpson- Murray at (021) 483 9928

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.

**CLOSING DATE**: 25 June 2018

**POST 23/150**: ASSISTANT DIRECTOR: INTERNSHIPS, BURSARIES AND LEARNERSHIPS, REF NO: DOTP 2018-62

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

**CENTRE**: Department of the Premier, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year B-Degree with a minimum of 3 years’ supervisory experience. Recommendations: Experience in the following: Project Management; Internship Management; Supervision of staff; Bursary management; A valid driving licence. Competencies: Knowledge of Policy Development, National and provincial instrument and legislation pertaining to human resource management with specific reference to the Public Services Amendment Act, Public Service Regulations and Labour Relations Act. Skills: Budgeting skills; Presentation; Database management; Computer literate; communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Personal attributes: innovation, creativity and assertiveness.

**DUTIES**: Manage and supervise staff regarding the following functions and perform the more complex work in that regard. Internships: Liaise with tertiary institutions; Train mentors; Compile, Monitor and evaluate reports. Bursaries: Award and manage bursaries to staff; Evaluate applications for bursaries. Learnerships: Source and assess training providers; Monitor and evaluate training interventions; Identify workplace learnerships. Reporting task: Compile management reports and progress reports; Compile compliance reports; Perform managerial/supervisory tasks: Motivate, train, guide and discipline staff; Determine workflow requirements; Liaise with clients/stakeholders: Senior Managers; SETAS; NGO’s.

**ENQUIRIES**: Ms H van Straten-Kreuser at (021) 483 2696

**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.

**CLOSING DATE**: 25 June 2018

**POST 23/151**: MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 2018-56

12 Month Contract

**SALARY**: R334 545 per annum plus 37% in lieu of benefits (Level 09)

**CENTRE**: Department of the Premier, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma/B-Degree with a minimum of three years’ experience in a planning, implementation and/or reporting environment. Recommendations: Working experience in planning, implementation and reporting on project performance compliant to PMBOK and PRINCE2 and related project management systems such as Enterprise Project Management. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; Technical standards and procedures relating to PMBOK and PRINCE2; Database management and administration; Inter-governmental relations; Team building and strong inter-personal skills; Excellent communication skills (written and verbal) in at least two of the three official languages in the Western Cape Province; Outstanding planning; organizing and people management skills; Computer literacy skills; Excellent networking and network formation skills.

**DUTIES**: Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Provide system support and guidance on BIZProjects and BIZperformance and assist with data quality assurance and
performance reporting; Provide business support through quality assurance and support with the development and maintained on Bizprojects.

ENQUIRIES: Mr J Barnard at (021) 483 4569

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.

CLOSING DATE: 25 June 2018

POST 23/152: LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS, REF NO: DOTP 2018-58

SALARY: R281 418 per annum (Level 08)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: A 3-year National Diploma/B-Degree in Labour Relations/ Human Resource Management/ Law with a minimum of 1-year relevant experience; A valid code B driving licence. Recommendations: None. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, prescript, labour relations, human resource management and conflict management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.

DUTIES: Handle misconduct matters; Handle grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct and grievance matters; Handle disputes; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES: Ms I Sinclair at (021) 483 3520/ Mr P Samuel at (021) 483 4646
CLOSING DATE: 25 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.

CLOSING DATE: 25 June 2018

PROVINCIAL TREASURY

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. 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 23/153: PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 2018-22 (X2 POSTS)

SALARY: R334 545 per annum (Level 09)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree in Finance/Economics/Commerce/Law; A minimum 3 years’ experience in Supply Chain Management and/or Asset Management; A valid code B driving licence. Recommendations: Experience in: Vendor Management and supplier development; Financial analysis and/or Risk Management; Policy analysis and experience in research using different research methodologies. Competencies: Knowledge of MFMA and the Supply Chain Management Regulations; Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office with emphasis on Excel; Analytical thinking, client focus and developing others.

DUTIES: Assess SCM Municipal Policy and monitor compliance thereof; Assist municipalities in providing them with SCM opinions and guidance; Designing and implementing SCM training interventions to develop SCM skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of SCM at the Supply Chain Management Forums, focus groups and transversal district / commodity groups; Reporting of Procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism.

ENQUIRIES: Mr R Moolman at (021) 483 6380

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE: 25 June 2018

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

OTHER POSTS


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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification with a minimum of 10 years recognisable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. Recommendations: Experience and understanding of community development legislation; Experience and understanding of community development programs. Competencies: Knowledge of the following: Theories and systems, skills, attitudes and values in community development related to sustainable livelihoods in order to guide employees on its application; Understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc.; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy; Financial Management, Conflict Management and Project Management skills; Able to influence individuals and groups to achieve a specific objective.

DUTIES: Develop/ facilitate the development of policies for rendering a community development service in departments, aimed at sustainable livelihoods; Manage a
community development policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources; Keep up to date with new developments in the community development and management fields; Plan and ensure that community development policy research is undertaken; Undertake complex community development research; Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES: Mr L Arnolds at (021) 483 4013


SALARY: R341 322 – R395 685 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: None. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

DUTIES: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms M Hendricks at (081) 588 9118

POST 23/156: SOCIAL WORK SUPERVISOR: DRAKENSTEIN SERVICES DELIVERY TEAMS, REF NO: DSD 2018-63

SALARY: R341 322 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Recommendations: None. Competencies: Skills to ensure that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.
DUTIES: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Mr D Eland at (021) 348 5300

POST 23/157: SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (OUTENIEKWA), REF NO: DSD 2018-65

SALARY: Grade 1: R341 322 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Supervision Framework for social workers; Social work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Psycho social intervention; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant substance abuse treatment programmes is rendered. Attend to any other matters that could result in or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Ms B Nicholas at (044) 803 7500

POST 23/158: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT, REF NO: DSD 2018-61

SALARY: R334 545 per annum (Level 09)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in Supply Chain Management (Acquisition management). Recommendations: None. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources; Budgeting processes; Public Financial Management; Human Resources Management function; Procurement policies/ procedures/ contract management; General support service such as transport management and policy and procedures governing these functions; Analytical thinking; Communication (Written, Verbal and Presentation) skills in at least two of the three official languages in the Western Cape; Computer literacy; Conflict resolution; Problem solving.

DUTIES: Develop and implement strategic sourcing plan; Manage and administer the Integrated Procurement System, Compile and maintain contract register and report on Commitments; Develop service level agreements for contact management and administration; Monitor and coordinate supplier performance; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc); Render systems controller function; Management of subordinates.

ENQUIRIES: Mr K Jackson at (021) 483 8474
POST 23/159: SUPPLY CHAIN MANAGEMENT PRACTITIONER: FIXED ASSET MANAGEMENT. REF NO: DSD 2018-62

SALARY: R281 418 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 2 years' asset management experience. Recommendations: Working knowledge and experience in LOGIS system. Competencies: Knowledge of the following: Legislation policies prescripts related to the PFMA; Tender procedures; Treasury instructions; Departmental Delegations 36, KST 37 and Department Procurement Framework; Knowledge of the LOGIS system; Good communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Interpersonal skills; Computer literacy skills; Decision making; Numeracy; Analytical and problem solving.
DUTIES: Assist with the development and review of departmental asset management plans for implementation; Oversee the maintenance of the departmental asset register; Manage the physical asset verification process; Develop, implement and manage mechanisms to safeguard assets; Manage asset reporting analysis, Participate in the recruitment and selection of staff; Monitor information capacity building; Promote sound labour relations; Provide strategic direction to and manage policy issues with regard to the functions of the components under his/her command.
ENQUIRIES: Mr K Jackson at (021) 483 8474

SALARY: Grade 1: R226 686 – R262 785 per annum
Grade 2: R278 784 – R323 178 per annum
Grade 3: R341 322 – R395 685 per annum
Grade 4: R419 784 – R516 279 per annum
(CSD as prescribed).
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker; Grade 1: No experience, Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None. Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.
DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Monitor and study the social services legal and policy framework continuously; Perform all the administrative functions required of the job.
ENQUIRIES: Mr D Nganyama at (044) 272 8977

118
POST 23/161

EDUCATION OFFICER: EDUCATION: OUTENIEKWA REF NO: DSD 2018-66 (X5 POSTS)

SALARY
R226 611 per annum (Level 07)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
4-year B-Degree in Education; Registered with SACE; A minimum of 1-year experience as an Educationalist/ Educator. Recommendations: None. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES
Ms B Nicholas at (044) 803 7500

POST 23/162

CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES: OUTENIEKWA REF NO: DSD 2018-64 (X2 POSTS)

SALARY
Grade 1: R138 378 per annum (As OSD prescribes)
Grade 2: R165 231 per annum (As OSD prescribes)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 10 years' experience in Child and Youth Care work after obtaining the required qualification; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape.

DUTIES
Serve as a team leader for child and youth care workers during a shift; Oversee the following: The admission and related activities of children and youth to the care facility; Access of children/youth to medical services; The implementation of planned activities, developmental and therapeutic programmes; Basic life space work; Undertake inspections during a shift and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required by the job; Assist with the care of children as the need arises.

ENQUIRIES
Ms B Nicholas at (044) 803 7500

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
25 June 2018

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

OTHER POSTS

POST 23/163 : PROGRAMME MANAGER: CHIEF ENGINEER/ CHIEF QUANTITY SURVEYOR/ CHIEF ARCHITECT/ CHIEF CONSTRUCTION PROJECT MANAGER REF NO: TPW 2018-114 (X2 POSTS)

SALARY : As prescribed by the Occupational Specific Dispensation.
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant B-degree (or equivalent) in the built environment (Quantity surveying, Engineering, Architecture or Project/Programme Management) with a minimum of 6 years’ appropriate post-registration experience; A valid driver’s licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies: ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None Competencies: Knowledge of the following: experience of contract documentation and administration, act/regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms R Kok (021) 438 3056

POST 23/164 : ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATION, REF NO: TPW 2018-107

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree in Public Relations/Communications/Journalism with a minimum of 3 years’ relevant experience; A valid Code B driving licence. Recommendations: None Competencies: Knowledge in the following: Communication policies and strategies; Latest trends in communication products; Media liaison; Social media; Events management; People Management Practices; Computer literate (MS Word, Excel, PowerPoint & Outlook); Social media applications; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Participate in daily communication with strategic communications unit and manage follow up interventions as agreed; Draft and consult departmental communication plan(s) and protocols; Facilitate / co-ordinate departmental functions, workshops, exhibitions, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the strategic communications unit; Liaise with line functionaries to ensure that the department’s intranet and internet web pages reflect factually correct and up to date information; Operationally manage the departmental Communications Service Level Agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the strategic
communications unit and manage follow up interventions as agreed; Management of staff, progressive discipline, SPMS etc.

ENQUIRIES: Mr J Bakker at (021) 483 8513